

ORDERS
OF THE
LOCAL GOVERNMENT BOARD
RELATING TO THE
METROPOLITAN ASYLUMS BOARD.

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ORDERS
OF
THE POOR LAW BOARD
AND OF
THE LOCAL GOVERNMENT BOARD
RELATING TO THE
BOARD OF MANAGEMENT
OF THE
METROPOLITAN ASYLUM DISTRICT
AND THE
SEVERAL INSTITUTIONS UNDER THEIR CONTROL.

A REPRINT ISSUED BY THE MANAGERS.

Revised to 31st January, 1891.

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PREFACE.

THIS volume contains (with the exceptions mentioned below) a reprint of all the Orders (including those now rescinded) that have been from time to time issued by the Poor Law Board and the Local Government Board* affecting the constitution and duties of the Board of Management and the several institutions under their control.

The exceptions are the four Orders alluded to in footnotes, on pp. 138 and 197, and Orders of merely temporary interest, such as Orders *re* Loans and Expenditure, Orders for Election of Managers, Orders temporarily suspending the operations of certain other Orders, &c.

The Orders are arranged in five groups, as shown by the table of contents, and the Orders in each group are arranged chronologically.

Each group is separately indexed, and the indexes are placed at the end of the volume.

The preambles are, in a general way, omitted, because they are usually as long as, and frequently longer than, the Orders themselves, and their retention, while much increasing the bulk of the volume would not have added to its usefulness. But in cases where they are necessary to the proper understanding of the Orders, they have been retained either in whole or in part.

* By the Local Government Board Act, 1871 (14th August, 1871), the Poor Law Board ceased to exist and the Local Government Board was created in its stead.

In certain of the longer Orders the preambles are also retained in their entirety (*e.g.*, the Orders of the 10th February, 1875.)

The formulæ regarding the sealing, and the names or signatures of the President and Secretary of the Local Government Board are absolutely omitted throughout.

Oceasionally an Order of minor interest is merely summarized (*e.g.*, Nos. 4 and 5 on page 22).

All articles and forms that have been reseinded or amended are distinguished either by being underlined, or by a vertical line or bracket in the margin, and references are given to the pages where the reseinding or amending Orders will be found.

The Local Government Board uniformly designate all buildings used for the treatment of patients as *Asylums*, irrespective of the disease from which the patients are suffering. The Managers, however, reserve the term *Asylums* for buildings used for the treatment of imbeciles, and designate as *Hospitals*, buildings appropriated to the treatment of patients suffering from infectious diseases. While, therefore, the headings of pp. 197-244 contain the word *Hospitals*, in the Orders thereunder reprinted will be found the word *Asylums*.

While the Local Government Board use the word "Paupers," the Managers use the word "Patients," to designate the persons under treatment in any Asylum or Hospital, and the latter term is therefore used in the index.

OFFICES OF THE METROPOLITAN ASYLUMS BOARD.
NORFOLK HOUSE, NORFOLK STREET, W.C.,
1st May, 1891.

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ORDERS
OF
THE POOR LAW BOARD
AND OF
THE LOCAL GOVERNMENT BOARD.

PART I.

ORDERS RELATING TO GENERAL MATTERS.

(1.)

FORMATION OF METROPOLITAN ASYLUM
DISTRICT.

(Order of the Poor Law Board, dated 15th May, 1867.)

We, the Poor Law Board, under the powers given in and by “The Metropolitan Poor Act, 1867,” and the several other Statutes enabling us in that behalf, do hereby Order as follows:—

Article 1.—The several Unions and Parishes set forth in the Schedule hereunto annexed being all, wholly, or for the greater part thereof respectively included within the Metropolis, as defined by “The Metropolis Management Act, 1855,” shall be combined into a District, to be termed “*the Metropolitan Asylum District*,” for the reception and relief of the classes of poor persons chargeable to some Union or Parish in the said District respectively, who may be infected with or suffering from Fever, or the disease of Small Pox, or may be insane.

*FORMATION OF METROPOLITAN ASYLUM
DISTRICT—continued.*

(Order of the Poor Law Board, dated 15th May, 1867—continued.)

Article 2.—A Board of Management shall be constituted for the said District, which shall consist of forty-five members, to be elected as hereinafter prescribed, so that for each Union and Parish the number set forth against the name of such Union and Parish in the said Schedule shall be elected, and of fifteen members to be nominated by the Poor Law Board.

Article 3.—The qualification for each person to be elected as a member of the said District shall consist in the being rated to the poor rate within the said district upon a net annual value of not less than forty pounds.

Article 4.—The manner of the election of each member shall be as follows: the Guardians of the several Unions and Parishes in the said District shall, at their first ordinary meeting after the thirtieth day of May inst., elect some duly qualified persons, according to the number herein prescribed to be the members of the said Board on behalf of the respective Unions and Parishes, the candidates being respectively nominated and seconded by Guardians at such meeting, and elected by a majority of the Guardians present thereat, who shall vote by a show of hands to be counted by the presiding Chairman of such meeting, and in the event of an equality of votes the presiding Chairman shall have a casting vote.

Article 5.—The first elected members of the Board of Management shall continue to serve as such from the day of the election as aforesaid until the twenty-fifth day of March, one thousand eight hundred and sixty-eight, and thenceforth the term for which the members of the said Board shall serve shall be three years.

Article 6.—Each Board of Guardians of the said Unions and Parishes shall on one of the last two ordinary meetings before the twenty-fifth day of March in the year one thousand eight hundred and sixty-eight, and subsequently in every year when the term aforesaid shall expire, proceed in the manner hereinbefore prescribed to elect the members for the Union or Parish to serve for the term next ensuing such twenty-fifth day of March.

*FORMATION OF METROPOLITAN ASYLUM
DISTRICT—continued.*

(*Order of the Poor Law Board, dated 15th May, 1867—continued.*)

Article 7.—Whenever the word “Guardians” is used in this Order, it shall be taken to include not only Guardians appointed or entitled to act under the provisions of the Poor Law Amendment Act of the 4 and 5 Wm. IV., c. 76, but also any Governors, Directors, Managers, Acting-Guardians, Vestrymen, or other officers in a Parish or Union appointed or entitled to act as Managers of the Board, and in the distribution or ordering of the relief to the Poor from the Poor Rate under any General or Local Act of Parliament.

SCHEDULE hereinbefore referred to.

Names of Unions and Parishes in the Metropolis.	Number of Elective Members.	Names of Unions and Parishes in the Metropolis.	Number of Elective Members.
UNIONS.		Brought forward...	24
City of London	2	PARISHES— <i>continued.</i>	
East London	1	St. Giles-in-the-Fields and St. George, Bloomsbury	1
Fulham	1	St. James, Clerkenwell	1
Greenwich	1	St. James, Westminster	1
Hackney	1	St. John, Hampstead...	1
Holborn	1	St. Leonard, Shoreditch	1
Lewisham	1	St. Luke, Chelsea ...	1
Poplar	1	St. Luke, Middlesex .	1
St. Olave's	1	St. Margaret and St. John-the-Evangelist, Westminster	1
St. Saviour's	1	St. Martin-in-the- Fields	1
Stepney	1	St. Mary Abbots, Ken- sington.....	1
Strand	1	St. Mary, Islington ...	2
Wandsworth and Clap- ham	1	St. Mary, Lambeth ...	1
West London	1	St. Marylebone	2
Whitechapel	1	St. Mary Magdalen, Bermondsey	1
PARISHES.		St. Mary, Newington	1
Mile End Old Town ..	1	St. Mary, Rotherhithe	1
Paddington.....	2	St. Matthew, Bethnal Green	1
St. George-in-the-East	1	St. Pancras	2
St. George, Hanover Square	2		
St. George-the-Martyr, Southwark	1		
St. Giles, Camberwell	1		
Carried forward ...	24	Total	45

Amended
see pp. 22,
27, & 114.

(2.)

GENERAL REGULATIONS.

(*Order of the Poor Law Board, dated 18th June, 1867.*)

MEETINGS OF THE BOARD OF MANAGEMENT.

Article 1.—The first meeting of the said Board of Management shall be held at the Office of the Metropolitan Board of Works, Spring Gardens, Charing Cross, on Saturday, the Twenty-second day of June instant, and shall commence at Two o'clock in the afternoon.

Article 2.—No Manager shall act in virtue of his office, except as a member, and at a meeting of the Board of Management, or of some Committee thereof.*

Article 3.—The Managers shall meet *once at the least in every month* for the execution of their duties, and shall at their first meeting, so to be held as aforesaid, determine upon some fixed day of the week and upon some fixed hour for holding such meetings; and it shall be competent to the said Managers, when they think fit, to change the time or place for the holding of such meetings, and notice shall forthwith be given to the Poor Law Board of every such change.

Article 4.—The Managers shall, at their first meeting to be held as aforesaid, and at the first meeting after every general election of Managers, elect out of the whole number of Managers a Chairman and a Vice-Chairman, who, provided they be Managers at the time, shall continue respectively to act as such Chairman and Vice-Chairman, until the next general election of Managers shall take place, if they so long continue respectively to be Managers.

Article 5.—If a Chairman or a Vice-Chairman cease to be a Manager, or refuse or become incapable to act as Chairman or Vice-Chairman, before the expiration of the term of office, the Managers shall at one of the two meetings within two months next after the

* The Local Government Board in their letter of 5th August, 1886 (see Board Minutes, Vol. XX., p. 551; see also page 678), however, state that two or more specified Members may be appointed to visit an Institution between the ordinary meetings of the Committee. For Managers' resolution thereon see Vol. XX., p. 678.

GENERAL REGULATIONS—continued.

(Order of the Poor Law Board, dated 18th June, 1867—continued.)

occurrence of the vacancy, refusal, or incapacity, elect some other Manager to be Chairman or Vice-Chairman, as the case may be.

Article 6.—The proper number of Members to constitute a meeting for the discharge of their ordinary business shall be seven; and if seven Managers be not present at any meeting, the Clerk shall make an entry of that fact in the minute book, and the time for holding such meeting shall be deemed to have expired as soon as the said entry shall have been made; but one hour at least shall be allowed to elapse from the time fixed for the commencement of the meeting, before such entry shall be made.

Article 7.—If seven Managers at the least be present at any ordinary meeting, such Managers may adjourn the same to the day of the next ordinary meeting, or to some other day previous to the next ordinary meeting.

Article 8.—An extraordinary meeting of the Managers may be summoned to be held at any time, upon the requisition of any two Managers, addressed to the Clerk. Every such requisition shall be made in writing, in the form A [p. 19] hereunto annexed, and no business, other than the business specified in the said requisition, shall be transacted at such extraordinary meeting.

Article 9.—Notice of every change in the period, time, or place of holding any meeting, and notice of the adjournment of any meeting, and notice of every extraordinary meeting, shall be given in writing to the Poor Law Board, and to every Manager. Every such notice to a Manager shall be respectively in the Forms B, C, and D [pp. 19 and 20], hereunto annexed, and shall be given or sent by the Clerk to every Manager, or left at his place of abode, two days, if practicable, before the day appointed for the meeting to which it relates.

Article 10.—If any case of emergency arise, requiring that a meeting of the Managers should immediately take place, they, or any three of them, may meet at the ordinary place of meeting, and take such case into consideration, and make an order or orders thereon.

Rescinded,
see p. 111.

*GENERAL REGULATIONS—continued.**(Order of the Poor Law Board, dated 18th June, 1867—continued.)*

PROCEEDINGS OF THE BOARD.

Article 11.—At every meeting the Chairman, or, in his absence, a Vice-Chairman shall preside: but if at the commencement of any meeting the Chairman and Vice-Chairman be absent, the Managers present shall elect one of themselves to preside at such meeting as Chairman thereof, until the Chairman or Vice-Chairman may take the chair.

Article 12.—Every question at any meeting shall be determined by a majority of the votes of the Managers present thereat, and voting on the question, and in the case of an equality of votes the Chairman shall give a second or casting vote.

Article 13.—At every ordinary meeting of the Managers the minutes of the last ordinary meeting, and of any other meeting of the Board of Management, or of any Committee which may have been held since such ordinary meeting, shall be read* to the Board of Management, and be signed by the Chairman presiding at the meeting at which such minutes are read, and an entry of the same having been so read shall be made in the minutes of the day when read.†

All reports upon the state of the several asylums shall be then read, and the Board of Management shall proceed to give the necessary directions respecting the same.

They shall examine all books and accounts relative to the relief of the paupers in the several asylums of the district, and give all needful directions concerning the management and discipline of such asylums.

They shall make the necessary orders on the proper authorities

* By a Resolution passed by the Managers on the 7th April, 1877, and with the consent of the Local Government Board (see Board Minutes Vol. XI., pp. 37, 81), the practice of reading the Minutes of the preceding Meeting was discontinued, and such Minutes, unless it be otherwise ordered, are now taken as read.

† A printed copy of the Minutes is now signed (see p. 113).

Rescinded,
see p. 22.

Rescinded,
see p. 33.

GENERAL REGULATIONS—continued.

(Order of the Poor Law Board, dated 18th June, 1867—continued.)

of the several Unions and Parishes comprised in the District for providing such sums as may be lawfully required by the Board of Management on account of the District ;

And they shall transact any such business applicable to their duties as may not fall within any of the above classes.

Article 14.—No resolution agreed to or adopted by the Board shall be rescinded or altered by them unless some Manager shall have given to the Board, at a meeting, notice of a motion to rescind or alter such resolution, which notice shall be forthwith entered on the minutes by the Clerk. Provided always, that this regulation shall not extend to any resolution which immediately concerns the treatment of any pauper in any asylum of the district, or to any resolution which the Poor Law Board may request the Managers to reconsider or amend, or to any question of emergency.

Article 15.—The Managers may at any time appoint from themselves one or more Committee or Committees consisting of not less than three nor more than five persons, which Committee or Committees shall have such powers and authorities as the said Managers shall delegate to them. Amended,
see pp. 22,
23, 101, 112.

CONTRACTS.

Article 16.—All contracts to be entered into on behalf of the District relating to the management and relief of the paupers in the several Asylums, or for any other purpose connected therewith, shall be made and entered into by the Managers.

Article 17.—The Managers shall require tenders to be made in some sealed paper for the supply of all provisions, fuel, clothing, furniture, or other goods or materials, the consumption or cost of which may be estimated, one month with another, to exceed ten pounds per month, and of all provisions, fuel, clothing, furniture, or other goods or materials, the cost of which may be reasonably estimated to exceed fifty pounds in a single sum, to be paid for by the Managers, and shall purchase the same upon contracts to be entered into after the receipt of such tenders. Amended,
see p. 111.

*GENERAL REGULATIONS—continued.**(Order of the Poor Law Board, dated 18th June, 1867—continued.)*

Article 18.—Any work or repairs to be executed for the said District in any Asylum belonging to the said District, or on the premises connected therewith, or any fixtures to be put up therein, which may respectively be reasonably estimated to exceed the cost of fifty pounds in one sum, shall be contracted for by the Managers, on sealed tenders, in the manner prescribed in Articles 17 and 19.

Amended,
see p. 111.

Article 19.—Notice of the nature and conditions of the contract to be entered into of the estimated amount of the articles required, of the last day on which tenders will be received, and the day on which the tenders will be opened, shall be given in some newspaper circulating in the District, not less than ten days previous to the last day on which such tenders are to be received, and no tender shall be opened by the Clerk, or any Manager, or other person prior to the day specified in such notice, or otherwise than at a Meeting of the said Managers.

Amended,
see pp. 23
and 112.

Article 20.—When any tender is accepted, the party making the tender shall, in pursuance of these regulations, enter into a contract, in writing, with the Board of Management, containing the terms, conditions, and stipulations mutually agreed upon, and whenever the Board shall deem it advisable, the party contracting shall find one or more surety or sureties, who shall enter into a bond, in such penalty as the Board shall think fit, conditioned for the due performance of the contract, or shall otherwise secure the same.

Article 21.—Provided always that, if from the peculiar nature of any provisions, fuel, clothing, furniture, goods, materials, or fixtures to be supplied, or of any work or repairs to be executed, it shall appear to the Managers desirable that a specific person or persons be employed to supply or execute the same, without requiring sealed tenders as hereinbefore directed, it shall be lawful for the Managers, with the consent of the Poor Law Board first had and obtained, to enter into a contract with such person or persons, and to require such sureties and securities as are specified in Article 20.

GENERAL REGULATIONS—continued.

(Order of the Poor Law Board, dated 18th June, 1867—continued.)

Article 22.—Every contract to be hereafter made by the Managers shall contain a stipulation requiring the contractor to send in his bill or account of the sum due to him for goods or work, on or before some day to be named in the contract.

Article 23.—The Board of Management shall fix some day or days, not being more than twenty-one days after the end of each quarter, for the attendance of contractors and tradesmen, or their authorised agents, and the Clerk shall notify such day to every contractor or tradesman to whom money may be due, or to his agent, or he shall, under the direction of the Board of Management, cause the same to be advertised in some newspaper circulating in the District. Amended,
see p. 111.

ORDERS FOR CONTRIBUTIONS AND PAYMENTS.

Article 24.—The Managers shall from time to time make orders on the proper authorities of the several Unions and Parishes in the said District, for the payment to the Managers of such sums as may be required by the Managers for the contributions of each Union and Parish to the common fund of the District.

Article 25.—Every such order shall be made according to the Form* (E) [p. 20] hereunto annexed, and shall be signed by the presiding Chairman of the meeting, and two other Managers present thereat, and shall be countersigned by the Clerk. Amended,
see pp. 96-111.

Article 26.—The Managers shall pay every sum greater than three pounds by an order which shall be drawn upon their Treasurer, and shall be signed by the presiding Chairman and two other Managers at a meeting of the Board of Management, and shall be countersigned by the Clerk, and shall be in the form set forth in the Schedule herunto annexed (marked F) † [p. 21], and shall be presented at the Treasurer's house or usual place of business, and within the usual hours of business. Amended,
see p. 111. Amended,
see p. 109.

* Form altered (see pp. 96, 111.)

† Form altered (see pp. 95, 109.)

GENERAL REGULATIONS—*continued.*

(*Order of the Poor Law Board, dated 18th June, 1867—continued.*)

MODE OF APPOINTMENT.

Article 27.*†—Every officer to be appointed by the said Managers shall be appointed by a majority of the Managers present at any meeting of the Board, and voting upon such appointment, and every such appointment shall, as soon as the same shall have been made, be reported to the Poor Law Board by the Clerk.

Article 28.—No appointment of an officer other than the first, to the office of Clerk or Treasurer, shall be made by the Managers, unless notice that such appointment will be made shall have been given at one of the two ordinary meetings of the Board next preceding the meeting at which the appointment shall be made, or unless an advertisement giving notice of such appointment shall have appeared in some newspaper circulating in the District, by the direction of the Managers, at least seven days before the day on which such appointment shall be made.§

Article 29.—The Managers shall within *sixty days from their first meeting*, appoint a fit and proper person to be Clerk to the Board, and on the happening of any vacancy hereafter, shall appoint another person to fill the said office.

Article 30.—The said Managers shall, within the like period of *sixty days from their first meeting*, and from time to time whenever the said office shall be vacant, appoint a fit person to be their Treasurer.

SALARIES OF THE OFFICERS.

Article 31.*‡—The Managers shall pay to the officers appointed by them such salaries or remuneration as the Poor Law Board may from time to time direct or approve.

* Articles 27, 31, 32, 33, 34, 39, 40, 41, 42, 43, 44, 46, 47, 48, 53, and 56, of this Order do not now apply to Officers of Asylums, Hospitals and Training Ship. Regulations for those Institutions are made by subsequent Orders (see pp. 148, 206 and 260).

† As to Assistant Clerks (see p. 112).

‡ Monthly payment of salaries (see p. 96).

§ Suspended as regards appointment of London and County Banking Co. as Treasurer (p. 94.)

*GENERAL REGULATIONS—continued.**(Order of the Poor Law Board, dated 18th June, 1867—continued.)*

Provided that the Managers, with the approval of the Poor Law Board, may pay to any officer or person employed by such Managers a reasonable compensation on account of extraordinary services, or other unforeseen circumstances connected with the duties of such officer or person, or the necessities of the District.†

Article 32.*—The salary of every officer appointed by the said Managers shall be payable up to the day on which he ceases to hold each office, and no longer.

Article 33.*—An officer who may be suspended, and who shall upon such suspension resign or be dismissed by the Poor Law Board, shall not be entitled to any salary from the date of such suspension; and no officer who shall be temporarily suspended from his office by reason of his services not being required, shall be entitled to any salary pending such temporary suspension.

Article 34.*—The Managers shall not pay to any officer bound to account, who may have been removed, or who may be under suspension from his office, any salary claimed by such officer until his accounts shall have been audited by the Auditor.

Article 35.—If no remuneration or salary be expressly assigned to the Treasurer, the profit arising from the use of money from time to time left in his hands shall be deemed to be the payment of his services.

SECURITY.

Article 36.—Every person appointed to the office of Clerk or Treasurer‡ shall respectively give a bond with two sufficient sureties,

* See footnote,* p. 10.

† The Local Government Board in their letter of 8th March, 1873 (Vol. VII., p. 5, last paragraph), intimate that gratuities to Officers for work done beyond the ordinary scope of their duties or outside the Institution for which they are appointed, do not need the Board's sanction. See also Appendix C, p. 318.

‡ Article suspended as regards the London and County Banking Co. as Treasurer (see p. 94).

*GENERAL REGULATIONS—continued.**(Order of the Poor Law Board, dated 18th June, 1867—continued.)*

conditioned for the due and faithful performance of the duties of the office; and every such officer shall give immediate notice to the Board of Management of the death, insolvency, or bankruptcy of either of such sureties, and shall, when required by the Managers, supply a fresh surety in the place of any such surety who may die, or become bankrupt or insolvent.

Article 37.—Provided that the Managers may, if they think fit, take the security of any society or company expressly authorised by statute to guarantee or secure the faithful discharge of the duties of such officers.

Article 38.—Provided also that the Managers may, with the consent of the Poor Law Board, dispense with such security in the case of any banking firm acting as Treasurer, or in the case of a Treasurer being a banker or partner of such firm.

SECURITY OF OFFICERS.

Article 39.*—The Managers shall require every officer to supply forthwith a fresh surety, in place of any surety who may die, or become bankrupt, or insolvent, or be released from his obligation.

Article 40.*—The Managers shall once in every year, that is to say, at the audit next after the twenty-fifth day of March, cause every person having the custody of bonds given by any officer of the District to produce such bonds to the Auditor for his inspection, and the fact of such inspection, and any defects apparent in the said bonds, shall be reported by such Auditor to the said Managers.

CUSTODY OF BONDS.

Article 41.*—The Managers shall provide for the safe custody of all bonds given in pursuance of these regulations, so always that no bond given by any person shall remain in the custody of such person himself.

* See footnote*, p. 10.

GENERAL REGULATIONS—continued.

(Order of the Poor Law Board, dated 18th June, 1867—continued.)

CONTINUANCE IN OFFICE AND SUSPENSION OF OFFICERS.—
SUPPLY OF VACANCIES.

Article 42.*—Every officer appointed by the Managers shall continue to hold his office until he shall die or resign, or be removed by the Poor Law Board, or be proved in a manner satisfactory to the Poor Law Board to be insane.

Article 43.*—Provided always, that every assistant or servant may be dismissed by the Managers without the consent of the Poor Law Board; but every such dismissal, and the grounds thereof, shall be reported to the Poor Law Board.

Article 44.*—If any officer appointed to or holding any employment under the said Managers, be at any time prevented by sickness or accident, or other sufficient reason, from the performance of his duties, the Managers may appoint a fit person to act as his temporary substitute, and may pay him a reasonable compensation for his services, and every such appointment shall be reported to the Poor Law Board as soon as the same shall have been made.

Article 45.—The Vice-Chairman, or some Manager to be appointed by the Board of Management, may perform any of the duties assigned to the Clerk until any vacancy in the office shall have been filled, or until a substitute be appointed in the case of the sickness, accident, or absence of the Clerk.

Article 46.*—When any officer appointed by the Managers may die, resign, or become legally disqualified to perform the duties of his office, the Board shall, as soon as conveniently may be after such death, resignation, or disqualification, give notice thereof to the Poor Law Board, and proceed to make a new appointment to the office so vacant in the manner prescribed by the above regulations.

Article 47.*—If any officer give notice of an intended resignation to take effect on a future day, the Board of Management may elect

* See footnote*, p. 10.

GENERAL REGULATIONS—continued.

(*Order of the Poor Law Board, dated 18th June, 1867—continued.*)

a successor to such officer, in conformity with the above regulations at any time subsequent to such notice.

Article 48.*—In every case not otherwise provided for by this Order, every officer shall perform his duties in person, and shall not entrust the same to a deputy, except with the special permission of the Poor Law Board on the application of the Board of Management.

DUTIES OF THE OFFICERS.

Article 49.—And we hereby define and specify the duties of the several officers appointed under this Order, and direct the execution thereof, to be as follows:—

Duties of the Clerk to the Board.

Article 50.—The following shall be the duties of the Clerk to the Board of Management:—

No. 1.—To attend all meetings of the Board and to keep punctually minutes of the proceedings at every meeting, to enter the said minutes in a book, and to submit the same so entered in the said book to the presiding Chairman at the succeeding meeting, to be authenticated by the signature of such Chairman, as a true record of the proceedings of the Board. Provided that, &c. [see p. 113.]

No. 2.—To keep, check, and examine all accounts, books of accounts, minutes, books, and other documents, as required of him by the regulations of the Poor Law Board, or relating to the business of the Board of Management, and from time to time to produce all such books and documents, together with the necessary vouchers, and the bonds of any officers, with any certificates relating thereto, which may be in his custody, to the Auditor of the said District, at the place of

* See footnote, * p. 10.

GENERAL REGULATIONS—continued.

(Order of the Poor Law Board, dated 18th June, 1867—continued.)

audit, and at the time and in such manner as may be required by the regulations of the Poor Law Board in force at the time.

No. 3.—To peruse and conduct the correspondence of the Board of Management according to their directions, and to preserve the same, as well as all Orders of the Poor Law Board, and letters received, together with copies of all letters sent, and all deeds, contracts, letters, books, papers, and documents relating to the said Board of Management, or intrusted to him by the said Board of Management, and to make all necessary copies thereof.

No. 4.—To prepare all written contracts and agreements to be entered into by any parties with the Board of Management, and to see that the same are duly executed, and to prepare all bonds or other securities to be given by any of the officers of the District, and to see that the same are duly executed by such officers and their sureties.

No. 5.—To receive all requisitions of Managers for extraordinary meetings, and to summon such meetings accordingly, and to make, sign, and send all notices required to be given to the Managers by this or any other Order of the said Poor Law Board.

No. 6.—To countersign all Orders legally made by the said Board for the payment of money, and all Orders legally drawn by the Board of Management upon their Treasurer.

No. 7.—To ascertain, before every ordinary meeting of the Board of Management, the balance due to or from the District, in the account with the Treasurer, and to enter the same in the minute book.

No. 8.—To communicate to the several officers and persons engaged in the administration of relief in the Asylums within the District, all Orders and directions of the Poor Law Board, or of the said Board of Management, and, so far as may be, to give the instructions requisite for the prompt and

*GENERAL REGULATIONS—continued.**(Order of the Poor Law Board, dated 18th June, 1867—continued.)*

correct execution of all such Orders and directions, and to report on any neglect or failure therein which may come to his knowledge.

No. 9.—To conduct all applications by or on behalf of the Board of Management to any Justice or Justices at Petty or Special Sessions, or out of Sessions, and if he be an attorney or solicitor to perform and execute, without charge for anything beyond disbursements, all legal business connected with the District, or in which the Board of Management shall be engaged, except prosecutions at the Quarter or General Sessions, or Central Criminal Court, all other proceedings at the said Quarter or General Sessions, actions and other proceedings in the Superior Courts of Law, suits and other proceedings in the Superior Court of Equity, and Parliamentary business.

No. 10.—To prepare and punctually transmit to every Poor Law Inspector having the superintendence of the District such statement as such Inspector shall from time to time require respecting the state of the Asylum or Asylums in the said District.

No. 11.—To prepare and transmit all reports, answers, or returns as to any question or matter connected with or relating to the administration of the laws for the relief of the paupers in any Asylum of the District, or to any other business of such Asylums which the Poor Law Board or any Poor Law Inspector may lawfully require from him.

No. 12.—To observe and execute all lawful orders and directions of the Board of Management applicable to his office.

*Duties of the Treasurer.**

Article 51.—The following shall be the duties of the Treasurer of the Board of Management:—

No. 1.—To receive all moneys tendered to be paid to the Managers, and to place the same to their credit.

* Suspended (see p. 94.)

GENERAL REGULATIONS—continued.

(Order of the Poor Law Board, dated 18th June, 1867—continued.)

No. 2.—To pay, out of any moneys for the time being in his hands belonging to the Board of Management, all orders for money which shall be drawn upon him in conformity with Article 26 [p. 9], when the same shall be presented at the house or usual place of business of the Treasurer, and within the usual hours of business.

No. 3.—To keep an account under the proper dates, of all moneys received and paid by him as such Treasurer, to balance the same at Lady Day and Michaelmas Day in every year, and to render an account of such moneys to the Board of Management, when required by them to do so.

No. 4.—Whenever there are not funds belonging to the Board of Management in his hands as their Treasurer to report in writing the fact of such deficiency to the Poor Law Board.

No. 5.—To submit a proper account, together with the bonds of any officers which may be in his custody, to the Auditor, at the place of audit, and at the time and in such manner as may be required by the regulations of the Poor Law Board.

No. 6.—To receive the moneys payable to him as Treasurer of the Board of Management, under any Act of Parliament or other authority of law.

Article 52.—Provided that the regulations in Articles 36 and 51 shall not be applicable if the Governor and Company of the Bank of England shall act as their Treasurer or Bankers.

RECEIPT AND PAYMENT OF MONEY BY OFFICERS.

Article 53.*—No officer appointed to or holding any office under the Board of Management, shall, directly or indirectly receive or bargain to receive any gratuity, percentage, or allowance of any kind with reference to any contract with the said Board of Management, or in respect of any payment made or to be made for goods supplied or work executed according to the order of

* See footnote * p. 10.

GENERAL REGULATIONS—continued.

(Order of the Poor Law Board, dated 18th June, 1867—continued.)

such Managers or on their behalf, or in respect of any duty done, or business transacted by such officer in the discharge of his office.

Article 54.—No Clerk shall directly or indirectly cause to be paid to himself, or shall pay away on his own account or for his own benefit, any cheque drawn by the Board, and made payable to any person other than himself.

Article 55.—The Clerk upon receiving any cheque or money from the Board of Management on account of any other party shall transmit the same within fourteen days to the proper persons, and shall produce the receipt or acknowledgment for the same at the next ordinary meeting after the same has come to his hands.

Article 56.*—Every officer of the Managers who may receive money on behalf of the Board of Management shall forthwith pay the same into the hands of their Treasurer, to the credit of the Board of Management, notwithstanding that any salary or balance may be due from the Board of Management to such officer.

EXPLANATION OF TERMS.

Article 57.—Whenever the word “Parish” is used in this Order, it shall be taken to signify any place for which a separate Poor Rate is or can be made, or for which a separate Overseer is or can be appointed.

Article 58.—Whenever in describing any person or party, matter or thing, the word importing the singular number or the masculine gender only is used in this Order, the same shall be taken to include and shall be applied to several persons or parties as well as one person or party, and females as well as males, and several matters or things as well as one matter or thing, respectively, unless there be something in the subject or context repugnant to such construction.

Article 59.—Whenever in this Order any Article is referred to by its number, the Article of this Order bearing that number shall be taken to be signified thereby.

* See footnote * p. 10.

*GENERAL REGULATIONS—continued.**(Order of the Poor Law Board, dated 18th June, 1867—continued.)*FORMS REFERRED TO IN THE ANNEXED
ORDER.

FORM (A) [p. 5].*Requisition for an Extraordinary Meeting of the Board.*To the Clerk to the Board of Management of the Metropolitan Asylum
District.

We, the undersigned, being Two of the Managers of the Metropolitan
Asylum District, do hereby require an Extraordinary Meeting of the
Board of the said District to be summoned, to be holden at
on the day of 186 , at
o'clock in the forenoon, to take into consideration [*set out the motion*]

_____ } Managers.

FORM (B) [p. 5].*Notice of Change of Time, or Place of Meeting.*

To A. B. (), Manager of the Metropolitan Asylum District.

SIR,—You are hereby informed that the next Ordinary Meeting of
the Board of Management of the Metropolitan Asylum District will take
place at on the day of 186 ,
at o'clock in the forenoon for the transaction of business; and
that Meetings of the said Board will henceforth be held at the same
place, on in every [*as the case may be*], at the same
hour of in the noon.

(Signed) _____

Clerk to the said Board.

GENERAL REGULATIONS—continued.

(Order of the Poor Law Board, dated 18th June, 1867—continued.)

FORM (C) [p. 5].

Notice of an Adjourned Meeting of the Board.

To A. B. (), Manager of the Metropolitan Asylum District.

SIR,—This is to give you notice, that an Adjourned Meeting of the Board of Management of the Metropolitan Asylum District will be held at on the day of 186 , to take into consideration [*set out the motion*], which meeting you are hereby requested to attend.

(Signed) _____

Clerk to the said Board.

FORM (D) [p. 5].

Notice of an Extraordinary Meeting of the Board.

To A. B. (), Manager of the Metropolitan Asylum District.

SIR,—I am directed by C. D. and E. F., Two of the Managers of the Metropolitan Asylum District, to summon an Extraordinary Meeting of the Board of the said District, at on the day of 186 , at o'clock in the noon, to take into consideration [*set out the motion*], which Meeting you are hereby requested to attend.

(Signed) _____

Clerk to the said Board.

FORM (E) [p. 9].

To the Guardians of the Poor of the Union [*or Parish*] in the Metropolitan Asylum District.

You are hereby ordered and directed to pay to F. G. of , on behalf of the Board of Management of the Metropolitan Asylum District, on the day of at , the sum of Pounds Shillings and Pence, as the contribution of the said Union [*or Parish*] to the common fund of the

*GENERAL REGULATIONS—continued.**(Order of the Poor Law Board, dated 18th June, 1867—continued.)*

Board of Management, and such other expenses as are chargeable by the said Board on the said Union [or Parish], and to take the Receipt of the said *F. G.* for the said sum of £ *s.* *d.*

Given under our hands, at a Meeting of the Board of Management of the Metropolitan Asylum District, held on the day of
186 .

(Signed) *X.Y.* Presiding Chairman.
 W.X. }
 U.V. } Managers.

Altered,
see p. 96.

(Counter Signature of the Clerk to the said Board.)

FORM (F) [p. 9].

Order on Treasurer.

_____ (Date.)

_____ (Place of Meeting.)

To *A. B.*, Treasurer of the Board of Management of the Metropolitan Asylum District at _____

Pay to *F. G.*, or order, the sum of _____ pounds
_____ shillings and _____ pence, and
charge the same to the account of the said Board of Management.

(Signed)

_____ Presiding Chairman.

_____ }
_____ } Managers of the said
_____ } Board of Management.

Countersigned by

_____ Clerk to the said Board of Management.

N.B.—The Managers request that this Order may be presented for payment within fourteen days from the date hereof, to the Treasurer at his house or usual place of business, and within the usual hours of business.

Form
altered
see pp.
95, 109.

(3.)

COMMITTEE MINUTES.

(*Order of the Poor Law Board, dated 17th July, 1867.*)

Article 15 of the Order dated 18th June, 1867 [see p. 7], rescinded, and the following substituted in lieu thereof:—

Amended,
see p. 23.

The Managers may at any time appoint from themselves one or more Committee or Committees, consisting of not less than five nor more than nine persons, exclusive of the Chairman and Vice-Chairman of the said Board of Management, who may be appointed as additional members of all or any of such Committees.

Every Committee shall have such powers and authorities as the last-mentioned Board* shall delegate to them, and so much of Article 13 of the said recited Order [see p. 6] as requires the Minutes of the Committees to be read at the next ordinary meeting of the Board of Management, shall be and is hereby rescinded.

(4.)

CONSTITUTION OF ASYLUM DISTRICT.

(*Order of the Poor Law Board, dated 25th May, 1868.*)

This Order added the Westminster and Woolwich Unions to the Metropolitan Asylum District with one representative each—same qualification as that prescribed in Order of 15th May, 1867 [p. 2.]

(5.)

OFFICE ACCOMMODATION.

(*Order of the Poor Law Board, dated 20th June, 1868.*)

This Order authorised the Managers to hire on lease, for a term not exceeding 7 years, at a rental of £325 per annum, the first floor of No. 37, Norfolk Street, Strand, to be used as a Board room and other offices. [Order for a further term of 7 years p. 98].

* i.e., the Metropolitan Asylum Board.

(6.)

APPOINTMENT OF COMMITTEES.

(Order of the Poor Law Board, dated 22nd March, 1870.)

The Managers may at any time appoint from themselves one or more Committee or Committees, consisting of not less than five nor more than twelve persons, exclusive of the Chairman and Vice-Chairman of the said Board of Management, who may be appointed as additional members of all or any of such Committees.*

(7.)

TENDERS.

(Order of the Poor Law Board, dated 6th August, 1870.)

And whereas it is expedient that certain proceedings required by the first above-recited Order [18th June, 1867] to be taken by the Board of Management in regard to Tenders for Contracts should be taken by the said Committees, and that the provisions of Article 19 of that Order [see p. 8] should be altered accordingly.

Rescinded,
p. 112.

Now, therefore, we the Poor Law Board, in pursuance of the powers given in and by the statutes in that behalf made and provided hereby, order and direct as follows:—

In cases where Tenders for Contracts are sent in to the Board of Management in pursuance of the notice required by Article 19 [p. 8] of the first above-recited Order, the Committee for the time being acting for the Asylum or Hospital to which the Tenders respectively relate, may in future open such Tenders at a Meeting held by them on the day specified in such notice; provided always, that such Committee shall report the result of their examination of the Tenders to the Board of Management, by whom alone the question as to the acceptance of the Tenders shall be decided.

* Amended, so far as General Purposes and Contract Committees are concerned (see p. 112.)

(8.)

ACCOUNTS.

(*Order of the Poor Law Board, dated 28th November, 1870.*)

We, the Poor Law Board, with reference to the keeping and rendering of the Accounts of the Board of Management of the Metropolitan Asylum District, and of their several Officers, in every case in which the Poor Law Board shall not assent to a departure from any of the Regulations contained in this Order, and in regard to such of the Officers in the said District to whom this Order shall be applicable not yet appointed, as shall from time to time be appointed hereafter, do hereby Order and Direct as follows:—

KEEPING OF THE ACCOUNTS.

Books of the Clerk to the Board of Management.

Article 1.—The Clerk to the Board of Management shall enter from time to time at proper dates in the Minute Book of that Board a statement of all such books and accounts as shall be inspected and examined by him, and of all orders drawn on the Treasurer, and of moneys paid or received, and all minutes relating to the allocation or division of charges, or any other pecuniary transaction of the Board of Management on behalf of the District, or of any Union or Parish therein; and shall insert marginal notes of reference to the folios of the respective Ledgers in which the items relating to any of such orders, payments, receipts, or other transactions are entered.

Article 2.—The Clerk to the Board of Management shall punctually enter up and accurately keep the following Books of Account, according to the forms and directions in the Schedule (A) [pp. 47–50] hereunto annexed:—

No. 1. *A General Ledger* [p. 47] in which items of the various transactions relating to the receipt or payment of moneys by the Board of Management, and the supply of goods, provisions, or necessities, or the execution of works, or performance of services on behalf of the District or any Union or Parish therein, contained in the Minute Book, shall be entered and

ACCOUNTS—continued.

(*Order of the Poor Law Board, dated 28th November, 1870—
continued.*)

posted up according to their proper dates under the following heads of account, and such additional heads as may be or may from time to time become necessary ;

Pauper Maintenance Account.

Pauper Provisions Account.

Clothing Account.

Salaries and Superannuation Account.

Rations Account.

Necessaries and Miscellaneous Account.

Furniture and Property Account.

Dispensaries Account for Medicines and Medical Appliances.

Building and Repairs Account.

Loan Account.

Land or Farm Account.

Invoice Account, and if the Board of Management so direct, Tradesmen's Accounts.

Treasurer's Account.

Common Charges.

General Balance.

with the respective dates of such transactions, and references to the folios of the Minute Book in which the entries relating to such transactions are contained, and to the folios of the corresponding credits and debits respectively.

He shall keep an account in such Ledger, or in a separate Ledger, to be called *The Union and Parish Ledger* [p. 48] with every Union and Parish in the District.

No. 2. *The General Order Check Book* [p. 50]. This book shall be kept according to the *Form* so named, and shall contain all orders given by the Board of Management for provisions, stores, repairs, and for other articles or work, and notes of such orders and forms of the invoices to accompany commodities supplied, or to be delivered when work is done; such orders,

ACCOUNTS—continued.

(*Order of the Poor Law Board, dated 28th November, 1870—
continued.*)

when signed by the Clerk to the Board of Management, together with the form of invoice, shall be detached from the said Book, and issued to the tradesmen or other persons dealt with or employed, to be returned and disposed of in the manner prescribed thereon; and the notes, certified by the Clerk's initials shall be retained in the said Book.

No. 3. *The Petty Cash Book*, in which shall be entered promptly, and in the order of date, an account of the sums received by the Clerk to the Board of Management for petty disbursements, and of the sums, not exceeding £5 each, paid by him thereout, by direction of the Board of Management, or on his own authority in any case of urgency, which account shall be balanced quarterly, and laid before the Board of Management at their ordinary meetings, and the Clerk shall submit and account for the same to the Auditor at the time of the Audit.

*Treasurer's Book.**

Article 3.—The Treasurer of the Board of Management, when there shall be one person acting as such, shall keep, punctually and accurately, a book according to the *Form* [p. 51] set forth in the Schedule (B) hereunto annexed, in which shall be entered an account of all moneys received and paid by him on behalf of the Board of Management. He shall balance this account quarterly, and shall cause the book to be laid before the Board of Management once every month, or oftener if required by the said Board to do so, and also before the Auditor at the time of the Audit, together with a half-yearly Statement of the Accounts.

Books of the Clerk of the Asylum.

Article 4.—The Clerk of the Asylum, if there be one, shall punctually enter up and accurately keep the following Books and Accounts, according to the Forms and directions in the Schedule (C) [pp. 52–63] hereunto annexed.

* Suspended, see p. 94.

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

- No. 1. *The Receipt and Payment Book* [p. 52], in which shall be entered all moneys received and paid by him on behalf of the Board of Management under their proper dates. He shall balance this account once every month, or oftener if required to do so by the Board of Management, and for all moneys received he shall give a receipt from a *Receipt Check Book* in the Form [p. 53] in the said Schedule set forth.
- No. 2. *The Admission and Discharge Book* [p. 54]. In this book shall be kept an account of every pauper admitted into and of every pauper dying or discharged from the Asylum, and such account shall be balanced weekly, or, if the Board of Management so direct, daily.
- No. 3. *The Relief Lists* [p. 55], in which shall be entered, for each Union and Parish in the District, the names of the paupers chargeable thereto, with the number of days in each week of the half-year during which each such pauper has been in the Asylum, and the other particulars set forth in the Form.
- No. 4. *The Abstract of the Relief Lists* [p. 56], in which shall be entered the aggregate number of days in each week of the half-year passed in the Asylum by the paupers of each Union and Parish, and the total number of such days for all the Unions and Parishes in the District, for each week and for the half-year.
- No. 5. *The Asylum Order Check Book* [p. 57], which shall contain all orders (and notes of such orders) given by the Clerk of the Asylum or the House Superintendent in all instances in which, acting under the authority of the Board of Management or the Visiting Committee, or in case of emergency, without their authority, provisions, stores, repairs, or other articles or work required for the Asylum may be ordered by either of those Officers, together with the forms of the invoices to accompany commodities supplied, or to be delivered when work is done, such orders, notes, and forms of invoice to be dealt with by the said Clerk or House Superintendent in the same way as is

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

prescribed by Article 2 (No. 2) of this Order with respect to the General Order Check Book to be kept by the Clerk to the Board of Management.

*House Superintendent's Books.**

Article 5.—The House Superintendent shall punctually enter up and accurately keep the following books and accounts, according to the Forms and directions in the Schedule (D) [pp. 64–80] hereunto annexed:—

No. 1. *An Inventory*. [p. 64]. In this book shall be entered a list of all the fixtures, furniture, utensils, bedding, house linen, and other effects in the Asylum, and the stock and other like property belonging to the Board of Management in the Asylum, and on the premises thereof (not included in the Provisions, Clothing, Farm, Necessaries, and Miscellaneous Accounts), and every particular relating to the use, sale, or disposal thereof; and such book shall be completed from time to time by the entry of articles purchased or otherwise obtained, and of articles condemned as worn out, sold, or otherwise disposed of, by the direction of the Board of Management.

No. 2. *A Day Book* [p. 65], in which shall be entered the amount of the invoices of all goods delivered and bills for all work done at the Asylum, together with the several particulars relating thereto, as prescribed by the Form in the said Schedule. The entries shall be made on the dates of the deliveries and receipts respectively, and the book shall be made up weekly.

The invoices and bills shall be entered and numbered in the order in which they are received, and shall be filed and preserved in the same order.

No. 3. *A Summary of the Day Book*. [p. 66].

No. 4. *The Daily Provisions Consumption Account* [p. 67]. In this account shall be entered the number of paupers of the several

* The House Superintendent is now called Steward (pp. 140 and 199).

ACCOUNTS—*continued.*

(*Order of the Poor Law Board, dated 28th November, 1870—
continued.*)

classes at each meal in the Asylum, and the quantities of the principal articles of provisions daily consumed by them.

In this account may be shown the allowance claimed by the House Superintendent in respect of waste or unavoidable loss in the preparation or distribution of the provisions, and the quantities of any provisions supplied for any extraordinary occasion.

No. 5. *The Weekly Provisions Consumption Account* [p. 68]. In this account shall be entered the quantities of the principal articles of provisions consumed by the paupers in the Asylum, and also the quantities taken from the stores for the officers and servants of the Asylum in each week, and those supplied to the paupers on extraordinary occasions.

No. 6. *The Provisions Receipt and Consumption Account* [p. 69]. In this account shall be entered the quantities of the several articles of provisions received and consumed weekly, and the quantities on hand at the commencement and end of every week, and the other particulars in the Form set forth.

No. 7. *A Quarterly Summary of Provisions Received and Consumed* [p. 70]. This summary shall be made up from the said Provisions Receipt and Consumption Account, and shall be completed quarterly.

No. 8. *A Quarterly Balance of the Provisions Account* [p. 71]. In this account shall be entered the total quantities and values of the several articles of provisions received and consumed in the quarter, and also the quantities and values of the several articles in store at the beginning and end of the quarter, and the other particulars set forth in the Form in the Schedule; and the same shall be submitted to the Visiting Committee or some member thereof when so made up and balanced, who shall enter a memorandum at the foot of the account, certifying to the same having been submitted to them or one of them.

ACCOUNTS—continued.

(*Order of the Poor Law Board, dated 28th November, 1870—
continued.*)

No. 9. *The Clothing Materials Receipt and Conversion Account* [pp. 72, 73]. In this account shall be entered a statement of all the articles of clothing materials and of bed and house linen (not made up) from time to time received into the Asylum, and the several particulars of their conversion, set forth in the Form in the Schedule.

No. 10. *The Clothing Receipt and Expenditure Account* [pp. 74, 75]. In this account shall be entered on the one side the several articles of clothing received from tradesmen or made up in the Asylum, and on the other side the several articles given out, together with the numbers marked thereon.

The articles shall, before they are given out (except when they are given out to paupers quitting the Asylum) be marked on the inside with the name of the Asylum, and, as far as practicable, be numbered in suits, so that all the articles of a suit shall bear the same number.

The numbers shall begin with No. 1, and follow each other consecutively; but whenever any article shall have been condemned, or cut up for use in mending other articles, or supplied to paupers quitting the Asylum, its number may be marked on another article of the same description, the previous number thereon, if any, being obliterated.

No. 11. *The Clothing Materials receipt and Conversion Account, and The Clothing receipt and Expenditure Account* [pp. 72-75], shall be made up, balanced, and compared with the stock in store at the end of every half-year by the House Superintendent, in the presence of the Visiting Committee or some member thereof, when the Accounts of the Asylum are closed, as hereinafter mentioned, and at such other times as the Board of Management may require, and in these accounts the like memorandum shall be entered as in the Quarterly Balance of the Provisions Account.

ACCOUNTS—continued.

(*Order of the Poor Law Board, dated 28th November, 1870 — continued.*)

No. 12. *The Clothing Register Book* [p. 76]. In this book shall be entered, under the number marked on the suit of clothes given out to each pauper admitted into the Asylum, the name of the pauper, together with the dates of his or her admission and discharge; and a ticket bearing such number shall be attached to the pauper's own clothes.

In addition to the number marked on the clothes, the House Superintendent shall insert in the said book a number to indicate the size of the suit.

The Board of Management may if they see fit dispense with the keeping of this book.

No. 13. *A Land and Farm Account*, in which he shall enter under the correct dates, items of all articles, stock, implements, seeds, and other matters, received by him for the use of the land, if any, belonging to the Asylum, or maintained thereon for consumption in the Asylum, and all payments made and all sums received by him on account thereof, or of the produce of such land and stock.

This account shall be kept in such Form as the Board of Management shall prescribe, and shall be balanced by the House Superintendent quarterly, or oftener if the Board of Management so direct. It shall be laid by him before the Auditor, together with the other books of the House Superintendent.

No. 14. *The Necessaries and Miscellaneous Account* [p. 77]. In this book, the House Superintendent shall enter punctually, according to the proper dates, all articles, goods, and materials received by him for use or consumption in the Asylum, other than provisions, clothing, materials for repairs, and such articles as are entered in the Inventory Book or the Land and Farm Account. He shall also enter therein the consumption of such articles, goods, and materials in respect of the Asylum, the paupers, and the officers and

ACCOUNTS—continued.

(*Order of the Poor Law Board, dated 28th November, 1870—continued.*)

servants of the Asylum as the case may be. This account shall be kept weekly.

No. 15. *A Quarterly Summary of the Necessaries and Miscellaneous Account* [pp. 78 and 79] shall be made by the House Superintendent at the end of every quarter from the Necessaries and Miscellaneous Account, according to the Form in the Schedule.

No. 16. *A Quarterly Balance of the Necessaries and Miscellaneous Account* [p. 80]. In this account shall be entered the total quantities and values of the several articles, goods, and materials received and consumed in the quarter, and also the quantities and values of the same in store at the beginning and end of the quarter, in the form set forth in the Schedule, and shall submit the same to the Visiting Committee or some member thereof when so made up and balanced, who shall enter a memorandum at the foot of the account, certifying to the same having been submitted to them or one of them.

Article 6.—If it be found necessary that the Visiting Committee or any member thereof should make any addition to the certificate required by this Order to be given by them as regards any article, matter, or materials in respect of which the entry made by the House Superintendent is not, in the opinion of the member or members signing the same, correct, the Clerk of the Asylum, if there be one, and if not, then the House Superintendent, shall in such case cause the book containing such addition and certificate to be laid before the Board of Management at their next meeting.

Article 7.—Where there is no Clerk of the Asylum, the several duties prescribed by Article 4 of this order shall be applicable to and discharged by the House Superintendent of the Asylum.

Article 8.—The Dispenser at the Asylum shall keep an Account of all Medicines and Medical appliances received by him, and of the consumption and disposal of such Medicines and Medical appliances, in a book to be framed according to such form as the

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—continued.)

Medical Superintendent of the Asylum shall recommend and the Board of Management shall order to be adopted, and he shall submit the same to the Auditor at the time of the audit for examination, and shall be answerable for the correctness of such Account and of the entries therein.

Article 9.—So much of this Order as relates to the duties of the House Superintendent shall be applicable to and be binding upon the Matron or other person having the charge of the Asylum during the temporary absence of the House Superintendent or any vacancy in the office of House Superintendent.

EXAMINATION AND CLOSING OF ACCOUNTS.

Article 10.—So much of Article 13 [p. 6] of the Order of the Poor Law Board dated the 18th day of June, 1867, as requires the Board of Management at every ordinary meeting to examine all books and accounts relative to the relief of the paupers in the Asylum is hereby rescinded.

Prior to every ordinary meeting of the Board of Management, and in sufficient time to admit of due compliance with Article 11, the Clerk of the Asylum, where there is such an Officer, shall examine the House Superintendent's Day Book, and shall compare the entries of invoices and bills with the invoices and bills themselves, and shall see that all the goods supplied and works done are carried by the House Superintendent to the proper accounts, and shall certify the correctness of the same by his initials. He shall also carefully examine and certify in a similar way to the accuracy of the "Daily Provisions Consumption Account," the "Weekly Provisions Consumption Account," and the "Provisions Receipt and Consumption Account," and he shall inspect the other books required to be kept by the House Superintendent by this Order, so as to ascertain that they are duly kept in proper form and with due regularity.

And the House Superintendent or such other person as aforesaid

ACCOUNTS—continued.

*(Order of the Poor Law Board, dated 28th November, 1870—
continued.)*

shall, under the direction of the Board of Management, present his books and accounts to the Clerk of the Asylum for his examination and inspection as aforesaid.

Article 11.—The Clerk of the Asylum shall transmit to the Clerk to the Board of Management on the day preceding every ordinary meeting of such Board a report in the Form in the Schedule [p. 59] hereunto annexed, as to his examination and inspection of the several books and accounts referred to in Article 10, which report shall be laid before the Board of Management at such meeting by their Clerk.

Article 12.—Where there is no Clerk of the Asylum, the duties prescribed for that officer by Article 10 shall be discharged by the Clerk to the Board of Management, and the report required by Article 11 shall be made by the last-mentioned Officer to the Board of Management; and the House Superintendent shall be bound to present his books and accounts to the Clerk to the Board of Management for that purpose.

Article 13.—The Clerk of the Asylum, if there be one, and if not, then the House Superintendent, shall submit to the Visiting Committee periodically at such times as they may appoint, the Receipt and Payment Book (with the vouchers necessary to verify the entries therein) together with the Admission and Discharge Book (and the orders of admission received since the previous examination) and the Relief List; and a certificate of the production of such books, vouchers, and orders shall be entered in those Books respectively by the Committee or some member thereof, in the same way as is required by Article 5 (Nos. 8, 11, and 16) of this Order, and the provisions contained in Article 6 shall apply to the certificate to be given by the Committee under this Article.

Article 14.—The Clerk of the Asylum, if there be one, and if not, then the House Superintendent, shall on the day prior to each ordinary meeting of the Board of Management, transmit to them in

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

the Form set forth in the Schedule (C) [p. 58] hereunto annexed, a report, termed the "*Monthly Statement of the Innates*," showing the number of paupers received into the Asylum during the interval elapsing between each report, the number who have died or have been discharged during the interval, and the number remaining at the date of the report. He shall also, at the same time, transmit a copy of such report to the Poor Law Board.

Article 15.—All the general accounts of the Board of Management, as well as the accounts of the Officers of the Several Asylums, shall be closed at the end of every half-year, that is to say, up to the 25th day of March and the 29th day of September in each year, inclusively, when such days occur at the end of the week, and at other times at the end of the week first completed next after such days respectively. And the several Officers keeping such accounts shall forthwith lay, or cause to be laid, their respective accounts so closed before the Board of Management.

Article 16.—The Clerk of the Asylum, if there be one, and if not, then the House Superintendent, shall, at the close of each half-year, prepare in duplicate, from the accounts of the Asylum, a Statistical Statement, showing the number of paupers of all classes actually in the Asylum in the course of the last half-year, and the other particulars, according to the Form and directions in the Schedule (C) [pp. 60, 61] hereunto annexed.

Article 17.—The Clerk to the Board of Management shall, at the close of each half-year, prepare in duplicate from the accounts a Financial Statement, showing the account of the Receipts and Expenditure of the District for the last half-year, together with the then outstanding liabilities, in the *Form** in the Schedule (A) [p. 49] hereunto annexed.

Article 18.—The Statistical and Financial Statements shall be submitted to the Auditor at his audit of the accounts, and if found

* Form altered see p. 132.

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

to be correct, shall be signed by him ; and the Clerk of the Asylum (or the House Superintendent) and the Clerk to the Board of Management respectively shall forthwith transmit one copy of each Statement to the Poor Law Board, and preserve the other copy for the Board of Management.

Article 19.—The Clerk to the Board of Management shall, as soon as he shall receive notice from the Auditor of the day or days appointed by him for the auditing of the half-yearly Accounts of the Board of Management, transmit the following notice to the Guardians of each Union or Parish in the District, who shall forthwith cause the same to be affixed on the external gate or door of the Workhouse or Workhouses of such Unions or Parishes respectively, and a copy to be hung up in some conspicuous place in their Board Room, and shall continue the same so affixed and hung up until the audit is completed :—

“METROPOLITAN ASYLUM DISTRICT.

“Notice is hereby given, that the half-yearly Statements of the Accounts of this District, together with the *Ledgers*, will, on the _____ day of _____, be deposited at _____; and such Statements and Books will be open to be inspected, examined, and copied by any owner of property or ratepayer in the said District, at any reasonable hour in the daytime, when the Board of Management is not sitting, until the _____ day of _____; and that on the last-mentioned day, at the _____ hour of _____, the Accounts of the Board of Management will be audited by _____ the Auditor, at _____, when and where every such owner or ratepayer in the District, who may have any objection to any matter contained in the above-mentioned Accounts, may attend and prefer his objection, and the same will be heard by the Auditor.

"Dated _____

“_____”

“ Clerk to the Board of Management.”

ACCOUNTS—continued.

*(Order of the Poor Law Board, dated 28th November, 1870--
continued.)*

The Clerk to the Board of Management shall also inform the Clerk of the Asylum, if there be one, and if not, then the House Superintendent, of the time and place fixed by the Auditor for the half-yearly Audit of the Accounts of the Asylum, as soon as notice to that effect shall have been received from the Auditor.

Article 20.—The Clerk to the Board of Management shall, three clear days before the day appointed for auditing the Accounts of the Board of Management, deposit the said half-yearly Statements of the Accounts, together with the Ledgers, in the Board Room of the Managers, or such other place as the Board of Management may appoint, and shall permit the said Statements and Ledgers to be inspected, examined, and copied by any ratepayer or owner of property in the District, in the presence of the Clerk to the Board of Management or some other person approved of by the Board of Management, at any reasonable hour in the daytime, when the Board of Management shall not be sitting, after the said Statement and Ledgers shall be so deposited, and previous to the day appointed for the auditing thereof.

Article 21.—In case the auditing of any of the said Accounts shall be adjourned for any longer period than from day to day, the Clerk to the Board of Management, on receiving an intimation thereof from the Auditor, shall give, as prescribed by Article 19, notice of the time and place of such adjournment, and of the Accounts remaining to be audited, as often as such adjournment shall be made, which notice shall be published by the Guardians of the several Unions and Parishes in the manner required by that Article.

Article 22.—Within twenty-eight days after the 25th day of March and the 29th day of September in every year, the Clerk to the Board of Management, without waiting for the completion of the said Statements or for the audit, shall transmit to the Poor

ACCOUNTS—continued.

(*Order of the Poor Law Board, dated 28th November, 1870—
continued.*)

Law Board the following particulars for the half-year just ended, as computed by him at the time:—

1. Cost of the maintenance of the paupers in the several Asylums for the District, in the half-year just ended.
2. Amount of the cost of the salaries and rations of the officers and servants of the several Asylums.
3. Amount of the principal of loans repaid, and the interest thereon.
4. Amount of other common charges, stating them separately.

Article 23.—The Clerk of the Asylum, if there be one, and if not, then the House Superintendent, shall, within twenty-one days after the end of each half-year, prepare a separate List as regards each Union and Parish in the District, according to the first part of the *Form* in Schedule (C) [pp. 62, 63] called *the Union and Parochial List and Statement of Account*, showing the name of every pauper chargeable to such Union and Parish during the previous half-year, together with the number of days each pauper has been maintained in the Asylum; and such List, when so prepared, shall be transmitted to the Clerk to the Board of Management, who shall examine the entries made therein, and shall certify to the accuracy thereof by his signature. The Clerk to the Board of Management shall also make out, in the form given at the foot of such List, a complete Statement of the Account of each Union and Parish with the Board of Management, and shall sign the same and forward a copy thereof to the Guardians of the Union and Parish to which it relates, within twenty-one days after the end of each half-year.

Article 24.—The Board of Management may, if they think fit, pay to each Officer who has not been removed or suspended from his office, and who is entitled to receive from them payment of any salary, whether by way of annual stipend, or other emolument, on

ACCOUNTS—continued.

*(Order of the Poor Law Board, dated 28th November, 1870—
continued.)*

account of such salary, the amount which may be due at the expiration of every quarter, provided the accounts of such Officer shall have been presented by him to the Board of Management duly made up. The Board of Management may, however, if they think fit, defer the payment of the salary of any Officer until his accounts shall have been allowed by the Auditor.

Article 25.—Where any Officer shall be entitled to be paid any extra fees or emoluments he shall make out his account thereof quarterly, according to the usual quarterly Feast Days in the year, and render it to the Board of Management on those days, and his claim shall be deemed to accrue at the expiration of one calendar month next following such quarter day. Provided that the Board of Management may, if they think fit, pay the same before the expiration of such month.

AUDITING OF ACCOUNTS.

Article 26.—The Auditor shall audit the accounts of the District once in every half-year; that is to say, as soon as may be after the 25th day of March and the 29th day of September respectively. Provided always, that if the Auditor shall be required by the Poor Law Board to hold an extraordinary audit, either of the whole or of any portion of the accounts of the Board of Management, or of any of their Officers, in addition to the ordinary audit, at any time between such two days, all the provisions herein contained, with reference to the ordinary audit, shall, as far as they may be applicable, apply to such extraordinary audit.

Article 27.—The Auditor, in respect of every ordinary audit, shall give to the Clerk to the Board of Management fourteen days' notice in writing of the times and places on and at which he intends to commence the audit of the general accounts of the Board of Management and the accounts of the several Asylums.

ACCOUNTS—continued.

*(Order of the Poor Law Board, dated 28th November, 1870—
continued.)*

Article 28.—All the officers who by law are bound to account to such Auditor, shall attend at the time and place appointed by him for the audit of their accounts, and shall submit to the Auditor all books, documents, appointments in writing, contracts, bills, orders for payment, receipts, and other vouchers containing or relating to their accounts; and the same shall at the time of the audit be open to the inspection of any owner of property or rate-payer interested in such accounts, but to such extent and in such manner only as will not in the judgment of the said Auditor interfere with the audit.

Article 29.—In auditing the accounts, the Auditor shall see that they have been kept and are presented in proper form; that the particular items of receipt and expenditure are stated in sufficient detail, and that the payments are supported by adequate vouchers and authority; and he shall ascertain whether all sums received, or which ought to have been received, are brought into account; and he shall examine whether the expenditure is in all cases such as might lawfully be made; and he shall reduce such payments and charges as are exorbitant, shall surcharge moneys not duly accounted for, or lost by negligence, upon the person who ought to account for the same, or whose negligence or improper conduct has caused the loss, and shall disallow and shall strike out such as are contrary to the Orders, Rules, and Regulations of the Poor Law Board, or are not otherwise authorised by law.

Article 30.—When he disallows any payment or surcharges any sum upon any person he shall declare the ground of his decision, and offer to state such ground in writing, if required by the person aggrieved to do so, in the proper book of account forthwith, or so soon as the arrangements for the business of his audit will permit.

Article 31.—He shall examine and collate the several books and papers of account of the several accounting parties; and shall ascertain that the several entries correspond with and balance

ACCOUNTS—continued.

*(Order of the Poor Law Board, dated 28th November, 1870—
continued.)*

each other, where such balance may be required; but in the case of any error caused by inadvertence or accident in the account of any Officer he may require such Officer to correct the same, and such Officer shall make the necessary correction, and the Auditor shall then deal with the account so corrected. But if such Officer shall refuse to do so, the Auditor shall himself make the correction, and report the circumstances of the case to the Poor Law Board.

Article 32.—He shall compute the several accounts so as to verify the arithmetical accuracy thereof, and the balance due to or from the Officers rendering the same at the time to which the audit relates; and he shall state the balance in words at length, and certify the same by his signature or initials, and add the date of the audit, and when he certifies any sum or other matter to be due he shall, as far as practicable, enter his certificate and his reasons for the same (when they are required) in some part of the book of account which shall be free from other writing.

Article 33.—The Auditor shall receive any objection made by a ratepayer or any person aggrieved against the accounts undergoing audit, or any item or charge therein, or any vouchers or authority for the same, and shall examine into the merits of such objection, and make a decision respecting the same, stating the grounds thereof, and offering to enter the same in the book of account then being examined, if required to do so, as in the case of a disallowance or surcharge.

Article 34.—If the Auditor shall doubt the correctness of any account, or any item or charge in any account, he shall require the Officer rendering the account, or any other person holding or accountable for any money, books, deeds, or chattels relating to the Poor Rates or the Relief of the Poor, to appear before him, and shall call upon such person to produce any accounts, books, or papers which he may lawfully require; and he shall examine such

ACCOUNTS—continued.

*(Order of the Poor Law Board, dated 28th November, 1870—
continued.)*

Schedule (E) [pp. 81–85] hereunto annexed, of the books directed by this Order to be kept by the Officers, showing which, if any, is not kept, or is imperfectly kept, or kept in a form different from that prescribed by the Poor Law Board, and shall send to the Poor Law Board a Certificate in the Form therein contained, if he finds that there has been no default.

Article 38.—The Auditor shall, at the close of the audit next Amended
see p. 99. after the 25th day of March in every year, transmit to the Poor Law Board a statement in the Form in the Schedule (E) [p. 85], setting forth the name of each Officer required to give security, together with any certificate or proof that each of the surties named therein is living, and is not bankrupt or insolvent, was produced to him at such audit, or the security is otherwise in force ; and also in the column headed “Observations,” stating any defects in such securities.

And the Auditor shall, at the close of such audit, report to the Board of Management the fact of such securities and certificates having been produced to him, together with any defects in such securities.

Article 39.—The personal representatives of an Officer accountable under this Order dying before the half-yearly audit of his accounts, shall, so far as they may be by law required, account, in conformity with the provisions herein contained, in the place of such deceased Officer ; and all regulations affecting the accounts of such Officer shall, so far as may be otherwise lawful, affect the accounts of the personal representatives of such Officer.

Article 40.—If any Officer accountable under this or any other Order of the Poor Law Board shall resign his office, or be removed therefrom before the audit of his accounts shall have been held and closed, such person shall lay before the Board of Management, at a time to be fixed by them, a true and complete account of all

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—continued.)

moneys, matters, and things committed to the charge of, or collected, received, held, or distributed by, such person on their behalf, in such form as he would have had to produce them before the Auditor at the end of the current half-year if he had so long continued in office; and shall deliver over all balances, books, papers, matters, and things in his hands to the Board of Management, or to the person they may appoint to receive the same; subject always to the liability of such person to account to the Auditor at the audit, and without prejudice to the power of the Auditor to allow or disallow the account of such person or any charge therein, or to surcharge him in respect of any charge to which he might be liable.

Article 41.—Every person voluntarily undertaking to fulfil either wholly or in part the duties of any Officer affected by this Order shall, so far as relates to the accounts prescribed by this Order to be kept or presented by any such Officer, keep and present such accounts in the same form and manner as any such Officer is by this Order directed to keep and present such accounts.

Article 42.—The Clerk to the Board of Management shall, at all reasonable times, at the request of any owner of property or rate-payer in the District, permit him to inspect the Statements of the Accounts for the twelve months prior to the last audit.

AND, in reference to the PURCHASE AND CUSTODY OF BOOKS AND PAPERS for the Accounts, WE HEREBY ORDER AND DIRECT as follows :

Article 43.—The proper books and papers of account for the several Officers required to account under this Order shall be purchased by the Board of Management.

Article 44.—The books and papers of account in current use shall remain in the custody of the proper Officers accounting, and shall be produced and exhibited whenever the Board of Management may require their production, either to themselves or to any of their Officers, as well as on other lawful occasions.

ACCOUNTS—*continued.*

(*Order of the Poor Law Board, dated 28th November, 1870—
continued.*)

Article 45.—The books and papers containing the accounts which are closed shall be deposited for safe custody with such person, and at such place, as the Board of Management may from time to time direct.

AND, in reference to the MEANING OF CERTAIN WORDS used in this Order, WE HEREBY ORDER AND DIRECT as follows:—

Article 46.—The terms “Union” and “Parish” shall be taken to include every Union and Parish which for the time being shall form an integral part of the said District.

Article 47.—The word “Maintenance,” unless expressly limited, ^{Amended, see p. 97.} shall apply to all the expense incurred in and about the maintenance, treatment, and relief of the paupers in the Asylum, exclusive of the repairs and furniture of the Asylum, and the salaries, remuneration, and rations of the officers and servants, but inclusive of the charges for burials, and the necessary expenses incurred in the warming, cleansing, and lighting the Asylum, and otherwise keeping it fit for daily use.

Article 48.—The term “Common Charges” shall mean all such charges as are required by Statute to be provided for by contributions from the Unions and Parishes in the District.

Article 49.—The word “Asylum” shall mean any one of the Asylums provided by the Board of Management under the Metropolitan Poor Act, 1867.

Article 50.—The word “Provisions,” unless expressly limited, shall include all articles of food specified in the Dietary Tables or supplied in rations to the officers and servants of the Asylum, or expressly ordered for any pauper upon the recommendation of the Medical Officer. The word “Necessaries” shall include all articles supplied to any inmate specially, either by way of nourishment or as stimulant or in bodily relief, which are not entered in the Provisions Accounts.

ACCOUNTS—continued.

*(Order of the Poor Law Board, dated 28th November, 1870—
continued.)*

Article 51.—Whenever in this Order any Article is referred to by its number the Article of this Order bearing the number referred to shall be taken to be signified thereby.

Article 52.—For the purposes of this Order, except where otherwise provided, the year shall commence on the Twenty-sixth day of March in every year, and the week shall commence on Sunday, unless there be anything in the context inconsistent with such interpretation.

Article 53.—Whenever in this Order the word importing the singular number or the masculine gender only is used, it shall be taken to include and apply to several persons as well as one, and to females as well as males, unless there be something in the subject or context repugnant to such construction.

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

SCHEDULE (A) [p. 24].
Containing the General Accounts of the District, to be kept by the Clerk to the Board of Management.
The General Ledger.

METROPOLITAN ASYLUM DISTRICT.

To. _____ Dr.		CONTRA					Cr. _____ To.	
Date.	Folio of Minute Book.	Folio of corresponding Credit.	Corresponding Credit and Items.	(1)	Totals.	Date.	Folio of Minute Book.	Folio of corresponding Debit.
				£ s. d.	£ s. d.			Corresponding Debit and Items.
		To		£ s. d.	£ s. d.			By
								Totals.
								£ s. d.
								£ s. d.

(1) When to any account any sum is debited, part of which is credited to one account and the remainder to another or others, the several sums so credited are to be written in this column, and their total in the next column. The several accounts to which such parts are credited to be written against them respectively, together with the requisite explanation in the column for "Corresponding Credit and Items."

(2) When to any account any sum is credited, part of which is debited to one account, and the remainder to another or others, the several sums so debited are to be written in this column, and their total in the next column. The several accounts to which such parts are debited to be written against them respectively, together with the requisite explanation in the column for "Corresponding Debit and Items."

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

Union and Parish Ledger [p. 25].									
Half-Year ending _____									
Union [or Parish of _____].									
METROPOLITAN ASYLUM DISTRICT.									
Fo. _____ Dr. _____ Cr. _____ To. _____									
Date.	Folio of Minute Book.	Folio of Corres-ponding Credit.	To Balance against the Union } [or Parish] brought forward	Totals.	Date.	Folio of Minute Book.	Folio of Corres-ponding Debit.	Totals.	£ s. d.
			£ s. d. £ s. d.					£ s. d.	
			
			Maintenance of Paupers						
			Clothing of Paupers						
			Proportion of Salaries, and Maintenance of Officers and Servants						
			Proportion of Instalments of Loans						
			Proportion of Interest on Loans						
			Other charges, viz. :—						
			Balance in favour of the Union } [or Parish]						
			
			By Balance in favour of the Union [or Parish] brought forward						
			Contributions paid to the Treasurer of the District upon Orders of the Board of Management						
			"						
			"						
			"						
			Other Receipts or Credits, viz.						
			Balance against the Union } [or Parish]						
			

In the columns headed "Totals" are to be entered the totals of the several classes of receipts and expenditure which are designated by the several headings above, and these totals are to be transferred to the Half-yearly "Statement of Account," under their proper Headings. In the other money columns are to be entered the several sums comprised in these totals, which are separately transferred to this account from the General Ledger.

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

Financial Statement [p. 25].
 Statement of Account Showing the Receipts, Expenditure, Balances, and Liabilities for the Half-Year
 ended 187__.

METROPOLITAN ASYLUM DISTRICT.

UNIONS AND PARISHES.	Receipts.		EXPENDITURE.		Balance in favour of each Union and Parish at the end of this Half-Year.		TOTAL.		Balance against each Union and Parish at the commencement of this Half-Year.		TOTAL.		Other Charges specifying them.		Balance in favour of each Union and Parish at the end of this Half-Year.		TOTAL.		Amount of the Rateable Values upon which the Contributions have been calculated.		Outstanding Liabilities of the Board of Management at the end of this Half-Year.	
	Contributions paid during this Half-Year.	All other Receipts.	Balance against each Union and Parish at the end of this Half-Year.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	(1)	(2)	(3)	(4)	£ s. d.	£ s. d.	£ s. d.	£ s. d.	Creditor's Name or Description.	Description of the Claim.*
Total	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.										
										
Expenditure of corresponding half of last Year	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.										
										
As compared with Expenditure of corresponding half of last year. } Increase	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.										
										
Decrease	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.										
										

* In cases of outstanding Loans the Balance of the Principal and the Interest, if any be due, should be entered separately.

day of 187__.

Clerk to the Board of Management.

day of 187__.

Auditor.

Forms altered, see pp. 132-137.

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

Receipt Check Book [p. 27].

No. _____

Metropolitan Asylum District.

_____ Asylum.

_____ day of _____, 187 _____.

Mr. _____

For _____

£ _____

No. _____.

Metropolitan Asylum District.

_____ Asylum.

_____ day of _____, 187 _____.

Received of _____

the sum of _____

on behalf of the Board of Management, in respect of _____

£ _____

(Signed)

Clerk of the Asylum
[or House Superintendent].

This part to be retained by the Clerk of the Asylum
[or House Superintendent].

ORDERS OF THE LOCAL GOVERNMENT

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

The Admission and Discharge Book [p. 27].

METROPOLITAN ASYLUM DISTRICT.

Clerk of the Asylum
[or House Superintendent].

Asylum.

ADMITTED.						DISCHARGED.								
Year, and Day of the Month.	Day of the Week.	Name.	Age.	Name and Address of nearest Relation.	Union or Parish from which sent.	Date of the Order of Admission.	Observations on Condition at the Time of Admission, and any other General Remarks.	Year, and Day of the Month.	Day of the Week.	Name.	Union or Parish from which sent.	How discharged; and, if by Order, by whose Order.	In case of Death say "Dead."	Observations.
<p>Submitted to _____ Members of the Visiting Committee, with the orders of admission, this _____ day of _____, and found to be correct.</p> <p>(Signed) _____</p>														

(Order of the Poor Law Board, dated 28th November, 1870—continued.)

[illegible]

1. The columns for the classification of the Paupers are to be filled by inserting the figure 1 in the proper column opposite each name, and leaving all the rest blank.
2. Whenever, in this List, two or more persons of the same name occur, the Clerk of the Asylum [or House Superintendent] shall annex to the name of each Pauper a number in brackets, to distinguish such Pauper from others of the same name.
3. The number of each class of Paupers actually in the Asylum on the *First of January* and on the *First of July*, respectively, in each year, is to be shown at the beginning of this Book, a portion of the Book being set apart and ruled for this purpose.

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

METROPOLITAN ASYLUM DISTRICT [p. 34].

_____ Asylum.

REPORT AS TO THE ACCOUNTS OF THE HOUSE SUPERINTENDENT.

I hereby certify that I have examined the “*Day Book*,” kept by Mr. _____
the House Superintendent at the _____ Asylum, up to this date, and after comparing
the entries of invoices and bills with the invoices and bills themselves, find that the entries are correct [* _____]
and that the goods supplied and works done are carried to the proper accounts.

I have also examined the following Accounts of the House Superintendent up to the same date, viz. :—

“*The Daily Provisions Consumption Account*,”
“*The Weekly Provisions Consumption Account*,” and
“*The Provisions Receipt and Consumption Account*,”

and inspected the several other Books required to be kept by him, and find the three Books last above-named are
correct [* _____]

and that the other Books are kept in proper form and with due regularity.

* Here insert
exceptions, if
any.

* Here insert
exceptions, if
any.

_____ Clerk of the Asylum
[or of the Board of Management, as the case may be].

Dated this _____

To

The Board of Management of the
Metropolitan Asylum District.

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

(Continued.)

FIRST QUARTER.						SECOND QUARTER.							
NAME OF UNION OR PARISH.		No. of Paupers at the Commencement of the Quarter in the Asylum.	No. admitted during the Quarter.	No. discharged during the Quarter.	No. of Deaths during the Quarter.	No. of Paupers at the End of the Quarter in the Asylum.	NAME OF UNION OR PARISH.		No. of Paupers at the Commencement of the Quarter in the Asylum.	No. admitted during the Quarter.	No. discharged during the Quarter.	No. of Deaths during the Quarter.	No. of Paupers at the End of the Quarter in the Asylum.
Dated this _____ day of _____, 187_____.													
Dated this _____ day of _____, 187_____.													

Clerk of the Asylum
[or House Superintendent].
Auditor.

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

The Union and Parochial List and Statement of Account [p. 38].

METROPOLITAN ASYLUM DISTRICT.

_____ Asylum. _____ UNION [or PARISH].

List of Paupers in the Asylum whose Maintenance is charged against the Union [or Parish], together with a Statement of the Amounts respectively credited and debited to the Union [or Parish], in the Accounts for the Half-Year ending _____ 187_____

Names of the Paupers.	No. of Days Maintenance.
_____ Clerk of the Asylum [or House Superintendent].	

I hereby certify that the entries in the above Statement are correct.

_____ Clerk to the Board of Management.

(Continued on next page.)

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

SCHEDULE (D) [p. 28].
Containing the Forms of the Accounts of the Asylum to be kept by the House Superintendent.
The Inventory Book.

METROPOLITAN ASYLUM DISTRICT. _____ Asylum. _____ House Superintendent.

Date of Entry.	(*)						Articles transferred, condemned, or disposed of.	Notes of Articles transferred to other Parts of the Asylum.	Notes of Articles condemned or disposed of.
	Fixtures.	Furniture.	Utensils.	Bedding. †	House Linen. †	Farming. Stock. Utensils and Implements.	Other Effects.	Date.	

* A separate page is to be devoted to each office, room, or apartment, and in this space is to be inserted the name of the office, room, or apartment to which the page is appropriated; and the account of the farming stock, utensils, and implements is to be kept on a page by itself.
† Under the head "Bedding," are to be entered mattresses, beds, blankets, sheets, and rugs; and under "House Linen" are to be entered tablecloths and towels.

In the case of each apartment or division a blank space should be left for the insertion of new articles.
Notes of articles transferred to other parts of the House, condemned, or disposed of, should be made as soon as the same takes place, and the new purchases should be punctually entered, so as to represent at all times the exact state of the Asylum in references to the articles to be entered in this book.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

Metropolitan Asylum District.

Asylum.

House Superintendent.

[illegible]

The money column should be added up weekly.

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

Daily Provisions Consumption Account for _____ the _____ day of _____ 187 [p. 28].
 METROPOLITAN ASYLUM DISTRICT. Asylum. _____ House Superintendent.

BREAKFAST.										DINNER.										SUPPER.									
CLASS.	Total Numbers.	Sick * †	Do. duct.	Net Numbers.	(1) Prepared Provisions.			Total Numbers.	Sick * †	Do. duct.	Net Numbers.	Oz. each.	lb. oz.	Each.	Each.	Each.	CLASS.	Total Numbers.	Sick * †	Do. duct.	Net Numbers.	Oz. each.	lb. oz.	Each.	Each.	Each.			
					Pints each	Oz. each.	lb. oz.																						
Totals (2)																													
Quantities of the several principal Articles in their unprepared state taken from the Stores to supply the above Meals (3)																													

(1) The names of the articles prescribed in the Dietary are to be inserted.

(2) The total quantities on this line represent the quantities of the several articles of prepared provisions required for the meals of the day.

(3) The quantities of the several principal articles in their unprepared state, necessary to supply the quantities of prepared provisions so required, are to be entered under the quantities of prepared provisions for each meal, and carried to the 'Weekly Provisions Consumption Account.' In the case of meat, the weight of bone and meat is to be shown separately, but the weight of bone may be added to the meat in the weekly account.

* Those only of the sick who have not the ordinary diet are to be deducted.

† This column is to be omitted in the cases of the Fever and Smallpox Asylums.

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

Provisions Receipt and Consumption Account for the _____ Week of the Quarter ending _____ 187— [p. 29].

METROPOLITAN ASYLUM DISTRICT. _____ Asylum. _____ House Superintendent.

ARTICLES.	Stock brought forward.	New Stock.	No. of Invoice.	Totals of Stock brought forward and New Stock.	Consumed		Remaining in Store.	Totals consumed and remaining in Store.	Required for next Week.
					By the Paupers.	By the Officers and Servants of the Asylum.			

The "New Stock" of the several Articles, and the quantities "Consumed," "by the Paupers," and "by the Officers and Servants of the Asylum," respectively, are to be carried to the "Summary of Provisions Received and Provisions Consumed."

(Order of the Poor Law Board, dated 23th November, 1870—
continued.)

(Continued.)

GIVEN OUT.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
Men's and Boys' Clothing.						Women's and Girls' Clothing.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
Date.	Number of the Suit.	Coats and Jackets.	Waistcoats.	Trousers.	Shirts.	Shoes.	Stockings.	Hats.	Handkerchiefs.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															

In the several columns is to be entered, according to the circumstances of the case, the number of the articles received and given out. The entries are to be made in the true order of time, according as the articles are received and converted, and the Account is to be made up and balanced every half-year.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

Clothing Register Book [p. 31].

Metropolitan Asylum District.

Asylum.

House Superintendent.

[illegible]

* By the No. here is intended the Number given by the House Superintendent to each Suit. The odd numbers shall be assigned to the Males, and the even numbers to the Females.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

Necessaries and Miscellaneous Account for the _____ Week of the Quarter ending _____ 187 [p. 31].

METROPOLITAN ASYLUM DISTRICT. Asylum.

House Superintendent.

[illegible]

ACCOUNTS—continued.

(Order of the Poor Law Board dated, 28th November, 1870—
continued.)

Quarterly Summary of the Necessaries and Miscellaneous Account for the Quarter ending 187		House Superintendent.	
METROPOLITAN ASYLUM DISTRICT.		Asylum.	
Week.	*	Week.	
1st		1st	
2nd		2nd	
3rd		3rd	
4th		4th	
5th		5th	
6th		6th	
7th		7th	
8th		8th	
9th		9th	
10th		10th	
11th		11th	
12th		12th	
13th		13th	
"		"	
Totals		Totals	
Consumed by the Paupers.		1st	
		2nd	
		3rd	
		4th	
		5th	
		6th	
		7th	
		8th	
		9th	
		10th	
		11th	
		12th	
		13th	
Totals		"	
		Totals	

(Continued on next page).

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870 —
continued.)

SCHEDULE (E) [p. 43].

A STATEMENT of the AUDITOR,
in reference to the Books of the METROPOLITAN ASYLUM DISTRICT,
for the Half-year ended 187 .

As to the Books required to be kept by the CLERK TO THE
BOARD OF MANAGEMENT.

Mr _____

and by the Treasurer,

Mr _____

OBSERVATIONS.

CLERK.	
Minute Book.	
General Ledger.	
Union and Parish Ledger.	
General Order Check Book.	
Petty Cash Book.	
TREASURER.	
The Treasurer's Book.	
The Audit of the above Books was concluded the _____ day of _____ 187 .	

Auditor.

Date _____ 187 .

Against the name of any Book contained in this Statement which is not kept at all, or is imperfectly kept, the Auditor is to write in the former case "not kept," and in the latter "imperfectly." In case of any Book being imperfectly kept, the general nature of the imperfection to be set forth *on the other side*, together with such observations as the Auditor considers requisite.

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

A STATEMENT of the AUDITOR [p. 43],
in reference to the Books of the METROPOLITAN ASYLUM DISTRICT,
for the Half-year ended 187 .

As to the Books required to be kept by the CLERK OF THE
_____ ASYLUM.*

Mr. _____

Receipt and Payment Book.	
Asylum Order Check Book.	
Admission and Discharge Book.	
Relief List.	
Abstract of Relief List.	
The Audit of the above Accounts was concluded the _____ day of _____ 187 .	

_____ Auditor.

Date _____ 187 .

Against the name of any Book contained in this Statement which is not kept at all, or is imperfectly kept, the Auditor is to write in the former case "not kept," and in the latter "imperfectly." In case of any Book being imperfectly kept, the general nature of the imperfection to be set forth on the other side, together with such observations as the Auditor considers requisite.

* When there is no Clerk of the Asylum, the Books in this Statement should be added to the Statement to be made by the Auditor respecting those of the House Superintendent.

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

A STATEMENT of the AUDITOR [p. 43],

in reference to the Books of the METROPOLITAN ASYLUM DISTRICT, for the
Half-year ended 187 .

As to the Books required to be kept by the HOUSE SUPERINTENDENT AND
DISPENSER OF THE ASYLUM.

Mr. _____ House Superintendent.

Inventory.	
Day Book.	
Summary of Day Book.	
Daily Provisions Consumption Account.	
Weekly Provisions Consumption Account.	
Provisions Receipt and Consumption Account.	
Quarterly Summary of Provisions Received and Consumed.	
Quarterly Balance of Provisions Account.	
Clothing Materials Receipt and Conversion Account.	
Clothing Receipt and Expenditure Account.	
Clothing Register Book.	
Land and Farm Account.	
Necessaries and Miscellaneous Account.	
Quarterly Summary of the Necessaries and Miscellaneous Account.	
Quarterly Balance of the Necessaries and Miscellaneous Account.	
Mr. _____ Dispenser.	
Dispensary Account.	
The Audit of the above Books was concluded the _____ day of 187 .	

_____ Auditor.

Date _____ 187 .

Against the name of any Book contained in this Statement which is not kept at all, or is imperfectly kept, the Auditor is to write in the former case "not kept," and in the latter "imperfectly." In case of any Book being imperfectly kept, the general nature of the imperfection to be set forth on the other side, together with such observations as the Auditor considers requisite.

*ACCOUNTS—continued.**(Order of the Poor Law Board, dated 28th November, 1870—continued.)*

METROPOLITAN ASYLUM DISTRICT [p. 43].

TO THE POOR LAW BOARD.

I CERTIFY that I have Audited the Accounts of the Managers of the Metropolitan Asylum District, and of their several Officers, and have carefully examined all the Books required by the Orders of the Poor Law Board to be kept, and find no defect in the Books required to be kept by the following paid Officers :—

Office.	Name.	Office.	Name.
<i>Audit completed this</i> <i>day of</i> 187 .			

_____ *Auditor.*

Date _____ 187 .

ACCOUNTS—continued.

(Order of the Poor Law Board, dated 28th November, 1870—
continued.)

METROPOLITAN ASYLUM DISTRICT [pp. 43 and 99].

Statement in reference to the Officers' Securities required to be produced at the Audit next after the
25th day of March, 187 .

Name of every Officer* required to give Security.	Under what Authority appointed.	Office.	Whether the Security was produced.	Whether any Certificate or Proof was produced that such Surety is living, and is not Bankrupt or Insolvent, or that the Security was otherwise in force.	Observations.

Dated _____ 187 _____ Auditor.
* This term applies to every Officer so required to give security whose salary has been allowed or entered in any account
at this Audit.

(9.)

SECURITIES OF OFFICERS.

(Order of the Poor Law Board, dated 10th February, 1871.)

Amended,
see p. 97.

We, the Poor Law Board, acting under the authority of the Statutes in that behalf made and provided, hereby order and direct that, from the date hereof, the Board of Management of any such Asylum or School District as aforesaid [see Schedule below] may accept, as a security for any officer appointed by them and required to give security by any of the Orders above referred to [viz., the Orders issued to the District Boards alluded to in the Schedule], the guarantee of any Company which shall have complied with the conditions contained in "The Guarantee by Companies Act, 1867," and shall have received from the Treasury a Certificate as therein provided, and shall give their guarantee in a security, the form whereof shall have been approved by the Poor Law Board under their Seal.

SCHEDULE above referred to.

Metropolitan Asylum District.

Central London Sick Asylum District.

Poplar and Stepney Sick Asylum District.

Central London School District.

Farnham and Hartley Wintney School District.

Forest Gate School District.

Lincolnshire and Nottinghamshire School District.

North Surrey School District.

Reading and Wokingham School District.

South-East Metropolitan School District.

South-East Shropshire School District.

Walsall and West Bromwich School District.

West London School District.

(10.)

CONSTITUTION OF ASYLUMS BOARD.

(Order of the Poor Law Board, dated 24th February, 1871.)

This Order added the St. George's Union (with three representatives) to the Metropolitan Asylum District and readjusted the number of members to be elected as set forth in the following Schedule:—

SCHEDULE.

Names of Unions and Parishes in the Metropolis.	Number of Elective Managers.	Names of Unions and Parishes in the Metropolis.	Number of Elective Managers.
UNIONS.		Brought forward ...	23
City of London	4	PARISHES.	
Fulham	1	Mile End Old Town ...	1
Greenwich	1	Paddington	2
Hackney	1	St. George-in-the-East	1
Holborn	2	St. Giles, Camberwell	1
Lewisham	1	St. Giles-in-the-Fields and St. George,	
Poplar	1	Bloomsbury.....	1
St. George's	3	St. John, Hampstead...	1
St. Olave's	1	St. Leonard, Shoreditch	1
St. Saviour's	2	St. Luke, Chelsea	1
Stepney	1	Sa. Mary Abbots, Ken-	
Strand	1	sington	2
Wandsworth and Clap-		St. Mary, Islington ...	2
ham	1	St. Mary, Lambeth ...	2
Westminster	1	St. Marylebone	3
Whitechapel	1	St. Matthew, Bethnal	
Woolwich.....	1	Green	1
		St. Pancras	3
Carried forward...	23	Total	45

Altered,
see p. 115.

(11.)

OFFICERS.

(*Order of the Poor Law Board, dated 17th June, 1871.*)

Rescinded,
see pp. 139,
198.

SECTION I.—DELEGATION TO VISITING COMMITTEES OF
POWER OF APPOINTING OFFICERS OF ASYLUMS TEMPORARILY,
ON PROBATION.

Article 1.—The powers conferred upon the said Board of Management by the above-recited Orders* in regard to the appointment of the under-mentioned Officers for the respective Asylums, as well as their continuance in office and the supply of vacancies, viz.:—

Medical Superintendent,	Matron,
Chaplain,	Dispenser,
House Superintendent,	Nurse, and
Clerk of the Asylum,	Porter,

and assistants, attendants, and servants may, whenever the said Board of Management shall deem it desirable, henceforth be delegated by them to the Visiting Committee to the following extent:—

Article 2.—The appointments of the several officers above-mentioned, and of the assistants, attendants, and servants, may, as regards each of the Asylums, be made by the Visiting Committee of such Asylum, for a period not exceeding three calendar months on probation, subject, however, to the limitation imposed by the above-recited Orders and by this Order as to the number of Officers to be appointed.

Article 3.—The Committee may assign to each of the persons so appointed such salary or remuneration for the period of probation as they may deem expedient, within the limits approved

* Viz., two Orders dated 6th October, 1870 (Leavesden and Caterham Asylums respectively), and two Orders dated 23rd December, 1870 (Homerton and Stockwell Hospitals respectively). These Orders are not here printed as they are now rescinded, and the provisions thereof practically repeated in the two Orders dated 10th February, 1875 (pp. 138, 197).

*OFFICERS—continued.**(Order of the Poor Law Board, dated 17th June, 1871—continued.)*

of by the Poor Law Board; and the amount so assigned by the Committee shall be paid for the period of actual service.

Rescinded,
see pp. 139,
198.

Article 4.—Every appointment so made, and the salary so assigned, shall, at the expiration of the period of probation, be reported by the Committee to the Board of Management, who shall determine as to the continuance of the appointment, and, having regard to the fitness of the person appointed and to all the circumstances of the case, shall, by a vote of a majority of the Managers present at the meeting at which the question is decided, either confirm or revoke the appointment, and if they confirm it, fix the future salary to be paid, subject to the limitation referred to in the last preceding Article.

Provided, that if the Committee find that, on the ground of unfitness or otherwise, it is undesirable to retain the services of any person so appointed by them, they may, before the termination of the period of probation, dispense with the services of such person, and appoint another in his stead. The Committee may also, by a fresh appointment for a like period of probation, supply any vacancy which may arise through the death or resignation of any person appointed by them.

Article 5.—The notice or advertisement required by the above-recited Orders to be given or issued by the Board of Management in regard to the appointment of officers, assistants, attendants, or servants shall, in all cases where such appointments may be made by the Committee under the present Order, be given or issued by such Committee.

SECTION II.—EXTENSION OF POWERS OF BOARD OF MANAGEMENT IN REGARD TO APPOINTMENT AND REMOVAL OF CERTAIN OFFICERS OF ASYLUMS; THEIR SALARIES, AND PERIODS OF PAYMENT.

And whereas it is also expedient that the powers of the Board of Management in regard to the appointment and removal of certain

*OFFICERS—continued.**(Order of the Poor Law Board, dated 17th June, 1871—continued.)*Rescinded,
see pp. 139,
198.

Officers of Asylums, and the fixing and payment of their remuneration, should be extended, and that fresh provisions should be made for reporting to the Poor Law Board the appointments and salaries of subordinate Officers, whether appointed for Asylums or otherwise.

Now therefore, We, the Poor Law Board, do hereby further Order and Direct, as follows :—

Article 1.—Officers or Assistant Officers of Asylums, and Attendants or Servants of Asylums, authorised to be appointed under the above recited Orders (the following Officers excepted,

Medical Superintendent,	Clerk of Asylum,
Dispenser,	House Superintendent, and
Chaplain,	Matron),

and also such other persons as may be deemed requisite, may be appointed or employed by the Board of Management (or by the Visiting Committee under Article 1 of this Order) in or about the Asylums or the Asylum Premises, or on the Land attached thereto, upon such terms and conditions as shall appear to the Board of Management or Committee to be suitable, subject to the restrictions contained in Section III. of this Order.

Article 2.—So much of any of the above-recited Orders as would require the Board of Management to report to the Poor Law Board the removal or discharge of any Officer, (other than the Medical Superintendent, Chaplain, House Superintendent, and Matron,) or of any assistant officer, attendant, servant, or other person appointed to any office, or holding any employment in or in connection with any Asylum, is hereby rescinded, and also so much of any Orders as would provide for the quarterly or other periodical payment of any officer, assistant, attendant, servant, or other person so appointed or employed, who is engaged at daily, weekly, or monthly wages, or by the piece or job.

*OFFICERS—continued.**(Order of the Poor Law Board, dated 17th June, 1871—continued.)*

SECTION III.—REPORTS TO POOR LAW BOARD OF APPOINTMENTS AND SALARIES OF SUBORDINATE OFFICERS, WHETHER APPOINTED FOR ASYLUMS OR OTHERWISE.

Rescinded,
see pp. 139,
198.

And whereas by the Metropolitan Poor Act, 1867, it is enacted that the number and salaries of the paid Officers of the Board of Management shall be such as the Poor Law Board may from time to time approve, or by Order direct; and it is expedient that the provisions of the above-recited Orders which require the Clerk to the Board of Management to report to the Poor Law Board every appointment as soon as it has been made by the Managers should be rescinded to the extent herein-after set forth, and that provision should be made by which the appointments and salaries of certain classes of Officers of the Board of Management may be reported to the Board periodically, instead of in the manner now required.

Now therefore, We do hereby Order and Direct,—

Article 1.—Such of the provisions of the above-recited Orders as require that every appointment by the Managers shall, as soon as the same shall have been made, be reported to the Poor Law Board by the Clerk, are hereby rescinded, so far as regards all appointments other than those of the under-mentioned Officers, viz.,—

Clerk to the Board of Management,	Chaplain,
Treasurer,	Clerk of Asylum,
Medical Superintendent,	House Superintendent, and
Dispenser,	Matron.

Article 2.—The term “subordinate Officers,” as used in this Order, shall include all persons appointed or employed by the Managers or Visiting Committee (whether in connection with Asylums or otherwise), excepting those mentioned in the last preceding Article.

Article 3.—The Managers shall, as soon as may be practicable after the receipt of this Order, submit to the Poor Law Board, for their approval, a statement, showing the total number of subordinate Officers of each class whom the Managers consider it necessary to

*OFFICERS—continued.**(Order of the Poor Law Board, dated 17th June, 1871—continued.)*

Rescinded,
see pp. 139,
198.

employ, and the scale of salaries proposed to be assigned to each class.

Article 4.—When the total number of subordinate Officers of each class, and the scale of salaries for each class shall have been approved by the Board, the Managers may appoint as such subordinate Officers any number in each class, not exceeding the number so approved for that class, and pay to the Officers in each class a scale of salaries not exceeding that approved of by the Poor Law Board for such class.

Article 5.—The salaries payable to such subordinate Officers, within the limits so approved by the Poor Law Board, shall be included in the Orders made by the Managers for contributions to the Common Fund of the District.

Article 6.—The Clerk to the Board of Management shall make out and transmit to the Poor Law Board, on the 29th day of September and the 25th day of March in every year, or within fourteen days after such days respectively, a report in the Form* prescribed by the Schedule hereunto annexed, showing the names of the several subordinate Officers employed by the Managers during the half year preceding, the class to which they belong, and the salaries assigned and paid, distinguishing any who have been appointed or discharged since the previous report, and specifying in such cases the length of time during which they continued in the service of the Managers.

SECTION IV.—APPOINTMENT OF OFFICERS FOR TEMPORARY ASYLUMS.

And whereas it is expedient that provision should be made for the appointment of Officers for Temporary Asylums provided by the Managers for the purposes hereinbefore specified.

Now therefore, We, the Poor Law Board, hereby Order and Direct as follows :—

Article 1.—Whenever temporary Asylums have been or may be provided by the Managers under the authority of the Poor Law

* The Form (now rescinded) is not printed in this Vol.

OFFICERS—*continued.*

(*Order of the Poor Law Board, dated 17th June, 1871—continued.*)

Board, such officers, assistants, attendants, and servants as may be requisite shall be appointed for such Asylums; and all the provisions of the above-recited Orders and of this Order, in regard to the mode of appointment of Officers, their duties, remuneration, security, and continuance in office, shall be applicable to the officers, assistants, attendants, and servants of such temporary Asylums, as well as the provisions of this Order with respect to the mode of reporting appointments to the Poor Law Board, so nevertheless that such officers, assistants, attendants, and servants shall only continue in office during such time as such temporary Asylums respectively shall be required by the Managers.

Rescinded,
see pp. 139,
198.

Article 2.—The provisions of the Order of the Poor Law Board dated the 28th day of November last, in regard to the keeping, examination, closing, and audit of accounts, shall also, as far as they are applicable, apply to the Officers and Assistant Officers of temporary Asylums.

SECTION V.—SECURITIES OF SUBORDINATE OFFICERS, AND PAYMENT OF EXPENSES OF CANDIDATES FOR APPOINTMENTS.

And We do hereby further Order and Direct as follows:—

Article 1.—The provisions of the above-recited Orders, and of the General Order of the Poor Law Board dated the 10th day of February last, relating to the security to be given by Officers, shall apply to every subordinate officer employed under this Order who may be required to give security.

Article 2.—When the Managers propose to make an appointment of any officer, assistant, attendant, or servant under any of the Orders aforesaid, or under this or any other order of the Poor Law Board, they may, by special resolution, require any candidate to attend personally before their Board for examination, and may pay such reasonable expenses incurred by such candidate as they shall deem proper.

[N.B.—*This Order applied only to the Leavesden and Caterham Asylums and the Homerton (Eastern) and Stockwell (South Western) Hospitals.*]

(12.)

TREASURER—CONTRIBUTION ORDERS.

(*Order of the Local Government Board, dated 6th March, 1872.*)

And whereas the said Board of Management are desirous of appointing the London and County Banking Company to act as their Bankers for the purpose of receiving, holding, and paying moneys on their behalf; and to enable them to do so it is expedient that the said recited Orders (*i.e.*, 18th June, 1867 and 28th November, 1870, see *ante*) should be suspended, as respects the appointment and duties of a Treasurer for the said District.

Now therefore, in pursuance of the powers and authorities given in and by the several Statutes enabling us in that behalf, We, the Local Government Board, hereby, from and after the date hereof, suspend the operation of the said recited Orders, as far as the same relate to the appointment and duties of a Treasurer for the said District, the payments made by him, and the balances in his hands, so long as the said Managers shall keep their accounts with the London and County Banking Company [pp. 10, 11, 16, 26].

And We hereby Order and Direct, that so long as the said Orders shall be suspended in the above respects, the Managers shall pay every sum greater than Three Pounds by an order, which shall be drawn upon the said London and County Banking Company, and shall be signed by the presiding Chairman and two other Managers at a Meeting of the Board of Management, and shall be countersigned by the Clerk, and shall be in the Form (A) [p. 95] hereunto annexed, and shall be presented at some one of the houses or usual places of business of the said London and County Banking Company, and within the usual hours of business.

Amended,
see p. 111.

Amended,
p. 109.

TREASURER—CONTRIBUTION ORDERS—*continued.*

(Order of the Local Government Board, dated 6th March, 1872—
continued.)

FORM (A) referred to in the above Order.

Order on Bankers.

Altered,
see p. 109.

_____ 187 . (Date).

_____ (Place of Meeting.)

To the London and County Banking Company,

At _____

Pay to A. B., or order, the sum of _____ Pounds _____
Shillings and _____ Pence, and charge the same to the account
of the Board of Management of the Metropolitan Asylum District.

(Signed)

_____ *Presiding Chairman.*

_____ } *Managers of the*
_____ } *said Board*
_____ } *of Management.*

Countersigned by _____

Clerk to the said Board of Management.

N.B.—The Managers request that this Order may be presented for payment within fourteen days from the date hereof, to the above Banking Company, at _____ within the usual hours of business.

And whereas it was by the said first above-recited Order [dated 18th June, 1867], directed that the Managers should from time to time make orders on the proper authorities of the several Unions and Parishes in the said District for the payment to the Managers of such sums as might be required by the Managers for the contributions of each Union and Parish to the Common Fund of the District; and that every such order should be made according to the Form (E) [p. 20] thereunto annexed, and should be signed by the presiding Chairman of the Meeting and two other Managers present thereat, and should be countersigned by the Clerk.

And whereas it is necessary that such last-mentioned Form should be altered as hereinafter mentioned.

TREASURER—CONTRIBUTION ORDERS—continued.

(*Order of the Local Government Board, dated 6th March, 1872—
continued.*)

Now therefore, We further Order and Direct that so long as the said above-recited Orders shall be suspended in the above respects the Form marked (B) hereunto annexed shall be substituted for such last-mentioned Form.

FORM (B) referred to in the above Order.

Order for Contributions.

To the Guardians of the Poor of the Union
[or Parish] in the Metropolitan Asylum District.

You are hereby ordered and directed to pay to the London and County Banking Company on behalf of the Board of Management of the Metropolitan Asylum District, on the day of
at the sum of Pounds
Shillings and Pence, as the contribution of the said Union
[or Parish] to the Common Fund of the said District, and such other expenses as are chargeable by the said Board on the said Union [or Parish].

Given under our hands, at a Meeting of the Board of Management
of the Metropolitan Asylum District, held on the
day of 187 .

(Signed) X.Y. Presiding Chairman.
 W.X. }
 U.V. } Managers.

Counter Signature of Clerk to the said Board.

(13.)

*MONTHLY PAYMENT OF SALARIES OF OFFICERS—
SECURITIES OF OFFICERS.*

(*Order of the Local Government Board, dated 7th March, 1872.*)

Article 1.—The said Board of Management may, if they think fit, henceforth pay to each or any of the officers, assistants, attendants, and servants entitled to receive payment of any fixed salary

*MONTHLY PAYMENT OF SALARIES OF OFFICERS—
SECURITIES OF OFFICERS—continued.*

*(Order of the Local Government Board, dated 7th March, 1872—
continued.)*

from them otherwise than weekly, the amount which shall become due in respect of each monthly service, at the end of such month.

Article 2.—Every such officer or assistant who may be paid monthly, under the authority of this Order, and who may be required to keep accounts, shall nevertheless make out his accounts quarterly, according to the usual Feast days in the year, namely, Lady Day, Midsummer Day, Michaelmas Day, and Christmas Day, and submit the same to the Board of Management on those days, before the last portion of the salary in respect of the quarter is paid to him by them.

Article 3.—The Board of Management may accept, as a security for any officer appointed by them and required to give security by any of the Orders above referred to [that is all Orders previously issued dealing with officers], the guarantee of any Company or Association which shall undertake to guarantee the good conduct of such officers, and shall give their guarantee in a security, the form whereof shall have been or shall be approved by the Poor Law Board or the Local Government Board under their Seal.*

(14.)

MAINTENANCE.

(Order of the Local Government Board, dated 8th August, 1874.)

Article 47 of the Order, dated 28th November, 1870 [p. 45], rescinded, and the following substituted:—

Article 47.—The word “Maintenance,” unless expressly limited, shall apply to all the expenses incurred by the Managers in or about the food, clothing, maintenance, care, treatment, and relief of the paupers in the Asylum.

* In their letter of 17th December, 1885 (Board Minutes, Vol. xix., page 1000), the Local Government Board name certain companies whose policies have been approved by them.

(15.)

OFFICE ACCOMMODATION.

(Order of the Local Government Board, dated 3rd December, 1874.)

This Order authorised the Managers to hire for a term not exceeding seven years, at a rental of £325 per annum, the first floor of No. 37, Norfolk Street, to be used as a Board room and other offices [see p. 22].

(16.)

CUSTODY OF CERTAIN DOCUMENTS.

(Order of the Local Government Board, dated 21st August, 1875.)

Whereas by Section 8 of "The Dissolved Boards of Management and Guardians Act, 1870," it is enacted as follows :—

" All deeds, bonds, covenants, indentures, Orders of Justices, or
 " other matters affecting any poor persons, apprentices, or
 " officers, entered into by or made upon or in favour of any
 " Board of Guardians of a Parish which shall be added to
 " a Union, shall vest in and enure to the benefit of, or shall
 " be a charge upon the Guardians of the Union to which
 " such Parish shall have been added without any assign-
 " ment, transfer, or other act; and all securities, deeds,
 " orders, books of account, and other documents relating
 " thereto shall, when required by said Guardians, be
 " delivered to them by the persons having the custody
 " thereof; and all such deeds (other than the title deeds to
 " property), bonds, indentures, Orders of Justices, or other
 " documents and matters as aforesaid, belonging to any
 " dissolved District or Union shall be preserved in such
 " custody, and shall be open to inspection in such manner
 " as the Poor Law Board shall by their order from time to
 " time direct."

And whereas the Poor Law Board, by an Order dated the 31st day of August, 1869, directed that, the Kensington Sick

CUSTODY OF CERTAIN DOCUMENTS—continued.

(Order of the Local Government Board, dated 21st August, 1875—continued.)

Asylum District should on the 30th day of September then next, be dissolved, and it is expedient that provision should be made for the custody of the following documents belonging to such dissolved district, namely, Miscellaneous Papers in the snit of the Managers of the Metropolitan Asylum District and others *v. Gnnter*, filed in the Court of Vice-Chancellor Wickens, on the 6th day of May, 1871.

Now, therefore, We, the Local Government Board, hereby order as follows :—

I. The documents above described belonging to the said dissolved District shall on and after the 1st day of September next, be deposited with the Board of Management of the Metropolitan Asylum District, and preserved in their custody at the offices of the said Board of Management, situate at No. 37, Norfolk Street, Strand, or at such other place as the Board of Management shall from time to time use for the custody of the documents of that District.

II. The documents so deposited with the said Board of Management shall, at all reasonable times, except when that Board shall be holding an ordinary meeting, be open to inspection at the offices of such Board as aforesaid, to every person having lawful authority to inspect the same, upon giving notice in writing to the Clerk to the said Board one day at least before such inspection.

(17.)

OFFICERS' SECURITIES: AUDITORS' REPORTS.

(Order of the Local Government Board, dated 24th May, 1877.)

Article 1.—So much of each of the above-recited Orders* as requires the Auditor to transmit to the Poor Law Board or the Local Government Board the statement, and to make to the

* Viz., the Orders issued to the Boards mentioned in the schedule, and bearing the dates there set forth.

OFFICERS' SECURITIES: AUDITORS' REPORTS—
continued.

(Order of the Local Government Board, dated 24th May, 1877—
continued.)

Board of Management the report, above referred to, is hereby rescinded [p. 43].

Article 2.—As regards each of the Districts named in the Schedule to this Order the Auditor shall, at the close of every audit of the Accounts next after the Twenty-fifth day of March in every year, transmit to the Board of Management a statement in the Form* in the Schedule to the Order specified below as applicable to such District, setting forth the name of each Officer required to give security, and whether such security, together with any certificate or proof that each of the sureties therein named is living, and is not bankrupt or insolvent, was produced to him at such audit, or the security is otherwise in force; and also in the column headed "Observations," stating any defects which he may discover in such securities.

SCHEDULE.

1.	2.
Name of District.	Date of Order.
SCHOOL DISTRICTS.	
Central London... ..	9th January, 1851.
Farnham and Hartley Wintney	31st December, 1850.
Forest Gate... ..	2nd April, 1869.
North Surrey	7th August, 1851.
Reading and Wokingham ...	17th January, 1851.
South-East Shropshire	21st January, 1851.
South Metropolitan	25th April, 1855.
Walsall and West Bromwich	9th February, 1870.
West London	23rd April, 1872.
ASYLUM DISTRICTS.	
Metropolitan Asylum District	28th November, 1870.
Central London Sick Asylum	4th November, 1870.
District	
Poplar and Stepney Sick Asylum District... ..	7th March, 1871.

* Viz., that on page 85.

(18.)

GENERAL PURPOSES COMMITTEE.

(*Order of the Local Government Board, dated 18th May, 1878.*)

We, the Local Government Board, in pursuance of powers Amended,
see p. 112.
given by the statutes in that behalf, hereby Order that, as regards
the General Purposes Committee, the number of persons of whom
it shall consist shall be not less than five nor more than eighteen,
exclusive of the Chairman and Vice-Chairman of the said Board
of Management.

(19.)

FINANCIAL STATEMENT.

(*Order of the Local Government Board, dated 8th August, 1879.*)

Whereas by Section 3 of "The District Auditors Act, 1879," Rescinded,
see p. 116.
it is enacted as follows :

"Where the accounts of the receipts and expenditure of a Local
"Authority are audited by a District Auditor, the Local
"Authority shall prepare and submit to the District
"Auditor at every audit (other than an extraordinary audit,
"held in pursuance of Section 6 of the Poor Law Amend-
"ment Act, 1866), a Financial Statement in duplicate in
"the prescribed Form and containing the prescribed par-
"ticulars; one of such duplicates shall have the stamp
"charged under this Act affixed thereon, and the Auditor
"at the conclusion of the audit shall cancel that stamp, and
"certify on each duplicate, in the prescribed Form, the
"amount in words at length of the expenditure so audited
"and allowed, and further, that the regulations with respect
"to such statement have been duly complied with, and that
"he has ascertained by the audit the correctness of the
"statement."

And whereas the Board of Management of the Metropolitan

FINANCIAL STATEMENT—continued.

*Order of the Local Government Board, dated 8th August, 1879—
continued.)*

Rescinded,
see p. 116.

Asylum District is a Local Authority within the terms of the said Section :

Now therefore, We, the Local Government Board, hereby Order with respect to the said Asylum District as follows :

Article 1.—The Financial Statement to be prepared and submitted to the District Auditor in duplicate by the Board of Management as a Local Authority, in accordance with the provisions of the Section above recited, shall be in the Form A [p. 103], in the Schedule to this Order, and shall contain the particulars therein set forth ; and the Certificate of the District Auditor to be appended to such duplicate shall be in the Form set forth at the foot of the said Statement.

And whereas it is expedient that certain information should from time to time be furnished to the Local Government Board with reference to loans obtained by the said Board of Management under the several Statutes in that behalf :

Now therefore, We, the Local Government Board, in pursuance of the powers given to Us, hereby further Order, with respect to the said Asylum District, as follows :

Article 2.—The Clerk to the Board of Management shall prepare at the close of each year ending at Lady Day a Loan Account, which shall be in the Form (B) [p. 104] in the Schedule to this Order, and shall be submitted to the District Auditor at the audit of the Accounts for the half-year ending at that date.

Article 3.—The District Auditor shall transmit to the Local Government Board the said Loan Account, duly examined and signed by him, together with the stamped duplicate of the Financial Statement certified at the same audit as required by Article 1 of this Order.

FINANCIAL STATEMENT—continued.

(Order of the Local Government Board, dated 8th August, 1879—
continued.)

FORM (A) [p. 102].

METROPOLITAN ASYLUM DISTRICT.

FINANCIAL STATEMENT (STATUTORY).

"The District Auditors Act, 1879" (42 Vict., c. 6).

Statement of Receipts and Expenditure by the Board of Management of the Metropolitan Asylum District for the
Half-Year ended the day of 18 .

RECEIPTS.		EXPENDITURE.	
£	s. d.	£	s. d.
From Payments under Contribution Orders	Salaries or other remuneration of Officers (less amount borne by the Parliamentary Grant)
From Parliamentary Grant	Officers' Rations
From all other sources, specifying them:—	...	Superannuation Allowances
.....	...	Legal Expenses
.....	...	Repayment of Loans, with Interest
.....	...	Maintenance of Paupers in Asylums
.....	...	Other Charges not paid out of Loans, specifying them:—	...
.....
.....
Gross Receipts	£	* Expenditure borne by Parliamentary Grant:—	£ s. d.
		Medical Officers and Medicines
		Teachers
		Total
		Total Expenditure included in this Statement ... £	...

Olerk to the Board of Management,
day of 18 .

I hereby certify that I have compared the entries in the above statement with the Vouchers and other documents relating thereto, and that the regulations with respect to such Statement have been duly complied with.

I hereby further certify that I have ascertained by Audit the correctness of such Statement, and that the amount expended by the Board of Management during the half-year ended the day of 18 , as included in such Statement and allowed by me at the Audit is [here insert the amount in words at length].

As witness my hand this day of 18 .

District Auditor.

Stamp.

Rescinded,
see p. 116.

(Order of the Local Government Board, dated 8th August, 1879.—
continued.)

FORM (B) [p. 102].

LOAN ACCOUNT.

Statement with reference to Loans obtained by the Board of Management of the Metropolitan Asylum District.

Year ending the Twenty-fifth day of March, 18__.

Amount originally advanced.	When advanced.	Whether by Metropolitan Board of Works, a Company,* or otherwise.	For what object.	For what Period.	Rate of Interest.	Mode of Repayment, whether by Annuity or otherwise.	Amounts paid this Year.		Amount of Principal still owing.
							Principal.	Interest.	
£							£	£	£

* If by a Company insert the name.

Examined by me in connection with the Financial Statement (Statutory) for the half-year ended the 25th day of March, 18__ day of 18__ day of 18__, and found correct.

District Auditor.

day of 18__

NOTE.—It is only required that money be entered in the Form above to the nearest £; whenever the fractional parts, in abstracting from the Books, amount in their total to 10s., or more than 10s., they are to be taken as equal to £1; if less than 10s. they are to be rejected. Thus £175 10s. should be entered as £176, but £175 9s. 11d. as £175 only.

(20.)

DISTRICT AUDITOR.

(Order of the Local Government Board, dated 2nd August, 1882.)

And whereas the Metropolitan Asylum District is partly situated within the said Audit District, and the Board of Management of the said Asylum District are an authority whose accounts are subject to be audited by a District Auditor.

Now therefore, We, the Local Government Board, in pursuance of the powers given to us by the Statutes in that behalf, hereby order and prescribe that it shall, until we otherwise prescribe, be the duty of the said Hugh Lloyd Roberts to audit the Accounts of the said Board of Management and of their officers, in conformity with the provisions contained in Article 3 of the above-cited Order,* and that for the purpose of such audit the said Metropolitan Asylum District shall be deemed to be within the said Metropolitan Audit District.

(21.)

LOANS—REGISTER OF SECURITIES.

(Order of the Local Government Board, dated 7th December, 1882.)

Whereas by Section 14 of the Divided Parishes and Poor Law Amendment Act, 1882, hereinafter referred to as “the Act of 1882,” it is enacted as follows:—

“The following enactments are hereby repealed, viz.:”—

* * * * *

“So much of Section 6 of the Union and Parish Property
 “Act, 1835, and of the Schedule to that Act, and so much
 “of Section 6 of the Parish Property and Parish Debts
 “Act, 1842, as relate to the transmission to the Poor Law
 “Commissioners, and the approval, sealing, and registra-
 “tion by such Commissioners of deeds or other instruments,

* Namely, an Order (not printed in this volume), dated 21st November, 1879, appointing Mr. Lloyd Roberts as Auditor of the accounts of certain of the Metropolitan Poor Law Authorities.

LOANS—REGISTER OF SECURITIES—continued.

(Order of the Local Government Board, dated 7th December, 1882 -- continued.)

“except as regards deeds or instruments executed prior to
 “the date of this Act; and nothing in the said Acts, or in
 “the Poor Law Amendment Act, 1834, or in the Union
 “Loans Act, 1869, or the Acts amending or extending
 “those Acts respectively, shall be deemed to require the
 “approval or registration by the Local Government Board
 “of any such deed or instrument as aforesaid, or of any
 “lease or agreement for lease made or entered into under
 “the authority of those Acts or any of them.”

“Provided that the Guardians or Managers, as the case may be,
 “shall keep a register of the securities in respect of all
 “sums borrowed by them, in such form and subject to such
 “regulations as to inspection or otherwise as the Local
 “Government Board may from time to time prescribe.”

Now, therefore, We, the Local Government Board,
 do hereby Order that, until we otherwise direct, the following
 regulations shall be in force, viz. :—

Article 1.—The Register of Securities required by the above-
 cited enactment to be kept, shall be in the Form prescribed in the
 Schedule to this Order [p. 108].

Article 2.—With respect to Securities executed by the
 Guardians and Managers after the passing of the Act of 1882, it
 shall be the duty of the Clerk to make the entries required in
 columns 1–13, both inclusive, of the said Register, and to
 authenticate such entries by placing his signature in column 14
 of the said Register. Such entries shall be made and authenticated
 as aforesaid in the case of every Security so executed before the
 date of this Order, as early as practicable; and in the case of every
 Security so executed on or after the date of this Order, after the
 same has been executed and before it is delivered to the lender.

Article 3.—With respect to every transfer of any Security,
 which shall have been or shall be executed by the Guardians or
 Managers, as the case may be, after the passing of the Act of

LOANS—REGISTER OF SECURITIES—continued.

(Order of the Local Government Board, dated 7th December, 1882—continued.)

1882, it shall be the duty of the Clerk, within seven days after the same shall be produced to him by or on behalf of the transferee, to make the entries required in columns 16, 17, and 18 of the said Register, and to authenticate such entries by placing his signature in column 19 of the said Register.

Article 4.—At the meeting of the Guardians or Managers, as the case may be, held next after any entries required to be made under Articles 2 and 3 of this Order shall have been duly made and authenticated as aforesaid, it shall be the duty of the Clerk to submit the said Register to the Guardians or Managers, and the Chairman shall at such meeting place his signature, in the case of Securities executed by the Guardians or Managers, in column 15 of the said Register, and in the case of Transfers, in column 20 of the said Register.

Article 5.—When the final instalment due on any security included in the said Register has been paid, it shall be the duty of the Clerk to enter in column 21 of the said Register the date of the payment of such final instalment, and to place his signature at the foot of such entry.

Article 6.—No notice of any trust expressed, implied, or constructive, in relation to any Security, shall be entered in the said Register.

Article 7.—The said Register shall remain in the custody of the Clerk, and shall be produced by him to the District Auditor at every audit.

Article 8.—The Clerk shall allow the said Register to be open at all reasonable times to the inspection of any Guardian or Manager, as the case may be, and of any other person, and any such person may make copies of or extracts from the entries in the Register in relation to any security or transfer included therein without fee or reward.

Article 9.—[This Article merely defines “Union,” “Guardians,” “Managers,” and “Clerk.”]

ORDERS OF THE LOCAL GOVERNMENT

LOANS—REGISTER OF SECURITIES—continued.

(Order of the Local Government Board, dated 7th December, 1882—
continued.)

SCHEDULE [p. 106].
Union, Parish, School, or Asylum District.
DISTRICT REGISTER OF SECURITIES.
(45 and 46 Vict., Cap. 58, Sec. 14.)

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
No. of Security.	Date of Security.	Amount borrowed. (a)	Date of Order of Local Government Board authorising the Loan.	Purpose for which the Loan was authorised.	Period for which the Loan was authorised.	Rate of interest.	Mode of repayment. (b)	Amount of each equal annual or half-yearly instalment of principal, or of principal and interest combined.	Date or Dates in each year when Instalment becomes payable.	Date when final Instalment becomes payable.	Name of Lender.	Residence and description of Lender.	Signature of Clerk and date of Signature.	Signature of Chairman and date of Signature.	Date of Transfer.	Name of Transferee.	Residence and description of Transferee.	Signature of Clerk and date of Signature.	Signature of Chairman and date of Signature.	When Loan repaid, date of final payment.

(a) If an Order of the Local Government Board authorise Loans for different purposes, the amount authorised for each purpose must be separately stated, although the repayment of the several sums may be secured in one and the same deed.
(b) If the Loan be repayable by equal instalments of principal, with interest on the unpaid balance of principal, enter the words "Mode 1." If the Loan be repayable by equal instalments of principal and interest combined, enter the words "Mode 2."

(22.)

SIGNING OF CHEQUES.

(*Order of the Local Government Board, dated 26th July, 1884.*)

Any orders drawn by the said Board of Management upon their Treasurer may be signed by any three Managers, at a meeting of the Board of Management, instead of by the Presiding Chairman and two other Managers, and the Form (F) in the Schedule to the said Order [dated 18th June, 1867, pp. 21 and 95] may be altered accordingly.

(23.)

CONSOLS.

(*Order of the Local Government Board, dated 5th September, 1884.*)

Whereas by the National Debt (Conversion of Stock) Act, 1884, it is enacted that the Commissioners of Her Majesty's Treasury (hereinafter referred to as the Treasury) may by Warrant addressed to the Bank of England direct—

(a) That Stock shall be created consisting of perpetual annuities, yielding dividends at the rate of £2 15s. per cent. per annum, which stock may be called $2\frac{3}{4}$ per cent. stock; and

(b) That an additional amount of $2\frac{1}{2}$ per cent. stock shall be created;

or shall give either of such directions.

And whereas the Treasury under the powers conferred upon them by the said Act, by notice duly published in the *London Gazette* on Friday, August 8th, 1884, have notified that they have authorised the Bank of England to receive at any time from the 2nd September to the 17th October, 1884, applications from the holders of Consolidated 3 per cent. Annuities, Reduced 3 per cent. Annuities, and New 3 per cent. Annuities, to convert such 3 per cent. Annuities, or any part of them, either into £2 15s. per cent. Annuities, or £2 10s. per cent. Annuities, at the rates specified.

And whereas Boards of Guardians and Managers of School

CONSOLS—continued.

*(Order of the Local Government Board, dated 5th September, 1884—
continued.)*

and Asylum Districts have, in pursuance of Orders of the Poor Law Commissioners, the Poor Law Board, and the Local Government Board, invested moneys in one or other of the above-named 3 per cent. Annuities, upon the Trusts mentioned in such Orders, and it is expedient that the said Guardians and Managers should be empowered to convert the 3 per cent. Annuities now held by them into $2\frac{3}{4}$ per cent. Stock, or $2\frac{1}{2}$ per cent. Stock, as hereinafter mentioned.

Now, therefore, We, the Local Government Board, in pursuance of the powers conferred upon us by the statutes in that behalf, hereby Order as follows:—

Article 1.—Any Board of Guardians, and any such Managers as aforesaid now standing possessed of any of the above-named 3 per cent. Annuities, are hereby authorised to convert the same into $2\frac{3}{4}$ per cent. Stock, or $2\frac{1}{2}$ per cent. Stock, as they shall think fit, and in accordance with the aforesaid notice by the Treasury.

Article 2.—The Clerk, immediately on the receipt of the Certificate of Conversion, shall, where more than one Parish was interested in the Annuities converted as aforesaid, duly and accurately apportion the New Stock amongst the several Parishes entitled to shares therein.

Article 3.—Within 10 days after the receipt of the Certificate of Conversion the Clerk shall transmit to the Local Government Board the said Certificate, and shall in the case of a Union at the same time forward to the said Board a statement showing the amounts of the New Stock severally belonging to Parishes in the Union.

Article 4.—All the provisions of the several Orders at present in force with respect to the transfer and disposal of 3 per cent. Annuities shall continue in force when the same are converted, and shall apply to the New Stock into which the same may have been converted.

CONSOLS—continued.

(Order of the Local Government Board, dated 5th September, 1884—continued.)

Article 5.—In this Order—

The word “Union” includes any Union of Parishes incorporated or united for the relief or maintenance of the Poor under any Act of Parliament.

The word “Guardians” means Guardians appointed under the Poor Law Amendment Act, 1834, and the Acts amending the same, and includes Guardians or other body of persons performing under any Local Act the like functions as Guardians under the Poor Law Amendment Act, 1834.

The word “Clerk” means the Clerk to the Guardians or Managers as the case may be.

“The Bank of England” means the Governor and Company of the Bank of England.

(24.)

GENERAL REGULATIONS.

(Order of the Local Government Board, dated 28th November, 1884.)

As regards the Order dated 18th June, 1867 (amended by subsequent Orders).

Article 10 is hereby rescinded [see p. 5].

Article 17.—The words “twenty pounds” and “one hundred pounds” shall respectively be substituted for the words “ten pounds” and “fifty pounds” [see p. 7].

Article 18.—The words “one hundred pounds” shall be substituted for the words “fifty pounds” [see p. 8].

Article 23.—The words “twenty-eight days” shall be substituted for the words “twenty-one days” [see p. 9].

Article 25.—The words “three managers present at the meeting” shall be substituted for the words “the presiding chairman of the meeting and two other managers present thereat” [pp. 9 and 96].

Article 26.—The words “five pounds” shall be substituted for the words “three pounds” [see pp. 9 and 94].

GENERAL REGULATIONS—continued.

*(Order of the Local Government Board, dated 28th November, 1884
—continued.)*

Article 27.—All assistants in the clerk's department except those appointed temporarily for a less period than six months shall, in the first instance, be appointed for a period of six months on probation [p. 10].

(25.)

GENERAL PURPOSES COMMITTEE.

(Order of the Local Government Board, dated 14th February, 1885.)

Article 1.—The above-cited Order, dated the 18th day of May, 1878 [p. 101], shall be rescinded forthwith, and the above-cited Order, dated the 3rd day of April, 1884,* shall cease to be in force as from the 25th day of March, 1885.

Article 2.—Notwithstanding the provisions contained in the above-cited Order, dated the 22nd day of March, 1870 [p. 23], the General Purposes Committee, appointed from time to time in pursuance of that Order, shall consist of the whole of the Members of the said Board of Management.

(26.)

CONTRACT COMMITTEE.

(Order of the Local Government Board, dated 27th July, 1885.)

Article 1.—The number of persons of whom the said Contract Committee shall consist shall be not less than five, nor more than twenty-four, exclusive of the Chairman and Vice-Chairman of the said Board of Management, or such other number as we may from time to time direct or approve.

Article 2.—The above-cited Order, dated the 6th day of August, 1870 [p. 23], is hereby rescinded.

* This is an Order (not printed in this volume) by which, from the 3rd April, 1884, till the 25th March, 1885, the General Purposes Committee were to consist of the whole of the Members of the Board.

CONTRACT COMMITTEE—continued.

(Order of the Local Government Board, dated 27th July, 1885—continued.)

Article 3.—In cases where tenders for contracts are sent in to the Board of Management, in pursuance of the notice required by Article 19 of the first above-cited Order [viz., the Order dated 18th June, 1867, p. 8], the said Contract Committee may open such tenders at a meeting held by them on the day specified in such notice; provided always, that such Committee shall report the result of their examination of the tenders to the Board of Management, by whom alone the question as to the acceptance of the tenders shall be decided.

(27.)

SIGNING OF PRINTED MINUTES BY CHAIRMAN.

(Order of the Local Government Board, dated 26th October, 1885.)

The said Article 50, Clause No. 1, of the said Order, dated the 18th day of June, 1867 [p. 14, see also p. 6, Art. 13], shall be amended by the addition of the following proviso, namely:—

Provided, that if the said Board of Management direct the Minutes of the proceedings at their Meetings to be printed, it shall be the duty of the Clerk to the Board of Management to prepare the same for printing, and before every Meeting, to attach the printed Minutes of the preceding Meeting to those which have already been confirmed, and at every Meeting to submit the Minutes of the preceding Meeting to be authenticated by the signature of the presiding Chairman.

(28.)

CHIEF OFFICES.

(Order of the Local Government Board, dated 27th January, 1886.)

We, the Local Government Board, in pursuance of the powers given to us by the Statutes in that behalf, hereby Order as follows:—

Article 1.—The Board of Management of the said Metropolitan

CHIEF OFFICES—*continued.*

(*Order of the Local Government Board, dated 27th January, 1886—continued.*)

Asylum District shall hire the premises described in the margin hereof* on lease, for a term of 7, 14, or 21 years, determinable at the option of the Managers, and at an annual rent not exceeding £1,000.

Article 2.—The said premises when so hired, shall be appropriated for the purpose of Offices for the use of the said Board of Management.

(29.)

CONSTITUTION OF THE BOARD.

(*Order of the Local Government Board, dated 3rd September, 1886.*)

Article 1.—The Board of Management of the said District shall henceforth consist of fifty-four elective Members instead of forty-five, and eighteen nominated Members instead of fifteen.

Article 2.—Nine additional Members, duly qualified within the terms of the first above-cited Order,† shall be elected by the Boards of Guardians of the following Unions and separate Parishes, namely :—

Unions	{	City of London	One Member.
		Hackney	One Member.
		St. George's	One Member.
		Wandsworth and Clapham ...	Two Members.
Separate Parishes	{	St. Giles, Camberwell	One Member.
		St. Mary Abbots, Kensington...	One Member.
		St. Mary, Islington	One Member.
		St. Mary, Lambeth	One Member.

The additional Members shall be elected by such Boards of Guardians in each case at their second Ordinary Meeting after the date hereof in the manner prescribed by Article 4 of the first above-cited Order,† and the Members so elected shall be entitled to serve until the 25th day of March, 1889.

* NOTE IN MARGIN.—18 rooms in Norfolk House, Norfolk Street, Strand.

† Viz, the Order of 15th May, 1867 (p. 2).

CONSTITUTION OF THE BOARD—*continued.*

(*Order of the Local Government Board, dated 3rd September, 1886—continued.*)

Article 3.—At every future triennial election of Members of the said Board of Management, fifty-four Members shall be elected in the manner prescribed by Article 4 of the first above-cited Order.

Article 4.—The number of Members to be elected at every future triennial election by each Union and separate Parish comprised in the said District shall be as set forth in the Schedule to this Order.

SCHEDULE.

Unions.	Number of Elective Members.	Separate Parishes.	Number of Elective Members.
City of London	5	Mile End Old Town...	1
Fulham	1	Paddington.....	2
Greenwich	1	St. George-in-the-East	1
Hackney	2	St. Giles, Camberwell	2
Holborn	2	St. Giles-in-the-Fields	
Lewisham	1	and St. George,	
Poplar	1	Bloomsbury.	1
St. George's.....	4	St. John, Hampstead	1
St. Olave's	1	St. Leonard, Shoreditch	1
St. Saviour's	2	St. Luke, Chelsea	1
Stepney	1	St. Mary Abbots, Ken-	
Strand	1	sington.....	3
Wandsworth and Clap-		St. Mary, Islington ...	3
ham	3	St. Mary, Lambeth ...	3
Westminster	1	St. Marylebone	3
Whitechapel	1	St. Matthew, Bethnal	
Woolwich	1	Green	1
		St. Pancras.....	3

(30.)

STATUTORY FINANCIAL STATEMENT.

(Order of the Local Government Board, dated 11th October, 1888.)

Whereas by Section 3 of "The District Auditors Act, 1879, it is enacted as follows :

" Where the accounts of the receipts and expenditure of a
 " Local Authority are audited by a District Auditor, the
 " Local Authority shall prepare and submit to the District
 " Auditor at every audit (other than an extraordinary
 " audit, held in pursuance of Section 6 of the Poor Law
 " Amendment Act, 1866,) a Financial Statement in
 " duplicate in the prescribed Form and containing the
 " prescribed particulars ; one of such duplicates shall have
 " the stamp charged under this Act affixed thereon, and
 " the Auditor at the conclusion of the audit shall cancel
 " that stamp, and certify on each duplicate, in the
 " prescribed Form, the amount in words at length of the
 " expenditure so audited and allowed, and further, that the
 " regulations with respect to such Statement have been
 " duly complied with, and that he has ascertained by the
 " audit the correctness of the Statement."

And whereas the Board of Management of the said Metropolitan Asylum District, being a Local Authority within the terms of the said Section, We, the Local Government Board, by an Order dated the 8th day of August, 1879 [p. 101], prescribed the Form of the Financial Statement to be prepared and submitted to the District Auditor by the said Board of Management ;

And whereas it is expedient that a fresh Form of Financial Statement should be prescribed, and that the said Order should be rescinded :

Now therefore, we hereby rescind the above-cited Order, and we hereby Order and Prescribe with respect to the said Metropolitan Asylum District as follows :

The Financial Statement to be prepared and submitted to the District Auditor in duplicate by the Board of Management as a

STATUTORY FINANCIAL STATEMENT—continued.

*(Order of the Local Government Board, dated 11th October, 1888—
continued.)*

Local Authority, in accordance with the provisions of the Section above recited, shall be in the Form [pp. 118–130] in the Schedule to this Order, and shall contain the particulars therein specified or referred to, except so far as we may assent to a departure from such Form, or as to the particulars to be shown therein; and the Certificate of the District Auditor to be appended to each such duplicate shall be in the Form set forth at the foot of the said Statement.

Provided that the part of the said Statement headed “Part II.—Loan Account” [p. 130] shall be prepared yearly only, in respect of each year ended on the 25th day of March, and shall be submitted to the District Auditor at his audit of the Accounts for the half-year ended on that date.

ORDERS OF THE LOCAL GOVERNMENT

STATUTORY FINANCIAL

(Order of the Local Government Board,

SCHEDULE.

METROPOLITAN ASYLUM DISTRICT.

FINANCIAL

“ The District Auditors

PART I.

Statement of Receipts and Expenditure by the Board of
Half-Year ended the

A.—RECEIPTS AND EXPENDITURE

[illegible]

STATEMENT—continued.

dated 11th October, 1888—continued.)

SCHEDULE.

STATEMENT.

Act, 1879" (42 Vict. c. 6).

PART I.

Management of the Metropolitan Asylum District for the
day of 18

OTHER THAN IN RESPECT OF LOANS.

EXPENDITURE.

	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
IN RESPECT OF ASYLUMS FOR IMBECILES :—					
In respect of [. . .] Asylum :—					
In-Maintenance :—					
Maintenance of Patients					
Warming, Cleansing, Lighting, &c.*					
Drugs, Medicines, and Medical and Surgical					
Appliances					
Other Expenditure, namely† :—					

Salaries, Remuneration, and Rations of Officers :—					
Salaries and Wages					
Rations and Uniforms					
Other Expenses :—					
Furniture and Property					
Building and Repairs					
Rents, Rates, Taxes, and Insurance					
Stationery, Postage, and Office Expenses					
Travelling and Committee Expenses					
Other Expenditure, namely :—					

TOTAL					
[Particulars of Expenditure (under above specified headings) are to be here shown separately in respect of each Asylum for Imbeciles, the name of the Asylum being inserted at the head of the particulars in respect thereof.]					
TOTAL EXPENDITURE IN RESPECT OF ASYLUMS FOR IMBECILES		
Carried forward					

* Under this heading in the several parts of the Financial Statement are to be included the necessary expenses incurred in warming, cleansing, and lighting the Establishment and otherwise keeping it fit for daily use.

† Under this heading in the several parts of the Financial Statement small items of expenditure may be classed as "Miscellaneous."

ORDERS OF THE LOCAL GOVERNMENT

STATUTORY FINANCIAL

(Order of the Local Government Board,

RECEIPTS—continued.

	£ s. d.	£ s. d.	£ s. d.
Brought forward			
Amount received from Parliamentary Grant in respect of—			
Salaries of Medical Officers			
Salaries of Teachers			
Drugs, Mediocines, and Medical and Surgical Appliances ...			
Other Receipts :—			
From Repayments by extra-Metropolitan Authorities in respect of Maintenance of Patients, specifying each Authority and the Amount repaid :—			

From other Sources, specifying them :—			

TOTAL RECEIPTS OTHER THAN FROM LOANS			
Total carried forward			

STATEMENT—continued.

dated 11th October, 1888—continued.)

EXPENDITURE—continued.

	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Brought forward					
IN RESPECT OF HOSPITALS FOR FEVER AND SMALLPOX PATIENTS					
In respect of [] Hospital (s):—					
In-Maintenance:—					
Maintenance of Patients					
Warming, Cleansing, Lighting, &c.					
Drugs, Medicines, and Medical and Surgical Appliances					
Other Expenditure, namely:—					
Clothing on Discharge, and Outfits					
Salaries, Remuneration, and Rations of Officers:—					
Salaries and Wages					
Rations and Uniforms					
Other Expenses:—					
Furniture and Property					
Building and Repairs... ..					
Rents, Rates, Taxes, and Insurance					
Stationery, Postage, and Office Expenses					
Travelling and Committee Expenses					
Other Expenditure, namely:—					
TOTAL					
[Particulars of Expenditure (under the like headings) are to be here shown separately in respect of each of the Hospitals (including Hospital Ships or Camps) for Fever and Smallpox Patients, the name of the Hospital being inserted at the head of the particulars in respect thereof.]					
TOTAL EXPENDITURE IN RESPECT OF HOSPITALS FOR FEVER AND SMALLPOX PATIENTS					
Carried forward					

STATUTORY FINANCIAL

(Order of the Local Government Board,

[illegible]

STATEMENT—continued.

dated 11th October, 1888—continued.)

EXPENDITURE—continued.

	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Brought forward					
IN RESPECT OF TRAINING SHIPS:—					
In respect of] Training Ship:—					
In-Maintenance:—					
Maintenance					
Warming, Cleansing, Lighting, &c.					
Drugs, Medicines, and Medical and Surgical Appliances					
Other Expenditure, namely:—					
Outfits to Boys going to Sea			
Salaries, Remuneration, and Rations of Officers:—					
Salaries and Wages					
Rations and Uniforms					
Other Expenses:—					
Furniture and Property					
Building and Repairs					
Rents, Rates, Taxes, and Insurance					
Stationery, Postage, and Office Expenses					
Travelling and Committee Expenses					
Other Expenditure, namely:—					
TOTAL					
[Particulars of Expenditure (under above specified headings) are to be here shown separately in respect of each Training Ship under separate administration, in the event of more than one Ship being at any time provided by the Managers, the name of the Ship being inserted at the head of the particulars in respect thereof.]					
TOTAL EXPENDITURE IN RESPECT OF TRAINING SHIPS		
IN RESPECT OF AMBULANCE STATIONS:—					
Salaries, Remuneration, and Rations of Officers:—					
Salaries and Wages					
Rations and Uniforms					
Other Expenses:—					
Warming, Cleansing, Lighting, &c.					
Furniture and Property					
Building and Repairs					
Rents, Rates, Taxes, and Insurance					
Stationery, Postage, and Office Expenses					
Horse Hire and other Travelling Expenses					
Other Expenditure, namely:—					
TOTAL				
Carried forward					

STATEMENT—continued.

dated 11th October, 1888—continued)

EXPENDITURE—continued.

	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Brought forward					
IN RESPECT OF RIVER AMBULANCE SERVICE AND WHARVES:—					
Salaries, Remuneration, and Rations of Officers:—					
Salaries and Wages					
Rations and Uniforms					
Other Expenses:—					
Warming, Cleansing, Lighting, &c.					
Furniture and Property					
Building and Repairs					
„ „ Wharves					
Drugs, Medicines, and Medical and Surgical Appliances					
Rents, Rates, Taxes, and Insurance					
Stationery, Postage, and Office Expenses					
Travelling and Committee Expenses					
Other Expenditure, namely:—					
TOTAL					
TOTAL EXPENDITURE IN RESPECT OF AMBULANCE STATIONS, RIVER AMBULANCE SERVICE AND WHARVES		
TOTAL EXPENDITURE IN RESPECT OF ASYLUMS, HOSPITALS, TRAINING SHIPS, AMBULANCE STATIONS, AND RIVER AMBULANCE SERVICE AND WHARVES		
Carried forward					

STATEMENT—continued.

dated 11th October, 1888—continued).

EXPENDITURE—continued.

	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Brought forward			
GENERAL EXPENSES:—					
In respect of Loans:					
Principal repaid			
Interest			
Legal Expenses		
Superannuations		
Managers' Travelling and other Expenses		
Chief Office Expenses:—					
Salaries and Wages			
Rents, Rates, Taxes, and Insurance			
Stationery and Postage			
Travelling Expenses			
Furniture			
Other Expenditure, namely...			
			
Other General Expenses, namely:—					
			
			
TOTAL GENERAL EXPENSES	
TOTAL EXPENDITURE OTHER THAN OUT OF LOANS...	
Balance, namely:—					
In favour of certain Unions and Parishes		
Against certain Unions and Parishes		
	
TOTAL	
MEMORANDUM.				£ s. d.	£ s. d.
Total Expenditure as shown above		
Deduct—					
Amount received from Parliamentary Grant as shown by this Statement
Amount disallowed at Audit
Net Expenditure on which Stamp Duty is payable	

ORDERS OF THE LOCAL GOVERNMENT

STATUTORY FINANCIAL

(Order of the Local Government Board,

B.—RECEIPTS FROM, AND

RECEIPTS.										£	s.	d.	£	s.	d.
Balance brought forward from last Half-Year, namely :—															
In hands of Treasurer															
In hands of other Officers															
Loans obtained in respect of :—															
Asylums for Imbeciles															
Hospitals (including Ships, &c.) for Fever and Smallpox Patients ...															
Training Ships															
Ambulance Stations															
River Ambulance Service and Wharves															
TOTAL															

STATEMENT—continued.

dated 11th October, 1888—continued.

EXPENDITURE OUT OF, LOANS.

EXPENDITURE.										
								£ s. d.	£ s. d.	£ s. d.
In respect of Asylums for Imbeciles:—										
Leavesden Asylum...			
Caterham Asylum			
Darenth Asylum			
Darenth Schools			
In respect of Hospitals for Fever and Smallpox Patients:—										
Eastern Hospital			
South-Western Hospitals...			
Western Hospital			
South-Eastern Hospital			
North-Western Hospital			
Hospital Ships			
Darenth Convalescent Hospital			
Northern Hospital...			
In respect of Training Ships ...										
In respect of Ambulance Stations...										
In respect of River Ambulance Service and Wharves ...										
Total Expenditure out of Loans during the Half-Year ...										
Balance, namely:—										
In hands of Treasurer ...										
In hands of other Officers ...										
TOTAL ...										

Clerk.

day of 18.

I hereby certify that I have compared the entries in the above Statement with the Vouchers and other documents relating thereto, and that the Regulations with respect to such Statements have been duly complied with.

I hereby further certify that I have ascertained by Audit the correctness of such Statement, and that the expenditure of the Board of Management for the purposes of the District Auditors Act, 1879, during the half-year ended the day of 18, included in such Statement, and allowed by me at the Audit, is*

As witness my hand this day of 18.

Stamp.

District Auditor.

* Here insert in words at length the amount of the net expenditure on which stamp duty is payable.

STATUTORY FINANCIAL STATEMENT—continued.

(Order of the Local Government Board, dated 11th October, 1888—
continued.)

METROPOLITAN ASYLUM DISTRICT.

PART II.—LOAN ACCOUNT [p. 117].

Statement with reference to Loans due at the commencement of the Year or obtained during the Year by the Board of Management of the Metropolitan Asylum District.

'Year ended the Twenty-fifth day of March, 18

Amount originally advanced.	When advanced.	By whom advanced.	For what Object.	For what Period.	Rate of Interest.	Mode of Repay- ment, whether by Annuity or otherwise.	Amount of Principal owing at the commence- ment of the Year.	Amounts paid this Year.			Amount of Principal still owing.	
								Principal.	Interest.			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.		
£ s. d.							£ s. d.	£ s. d.	£ s. d.	£ s. d.		
TOTALS ...												
TOTAL.												

_____ Clerk to the Board of Management,
_____ day of _____, 18____.

Examined by me and found correct,
_____ District Auditor.
_____ day of _____, 18____.

Memorandum showing the total amount of Principal still owing in respect of the several classes of Buildings, &c., namely,—

	£
Asylums for Imbeciles	...
Hospitals for Fever and Smallpox Patients	...
Training Ships...	...
Ambulance Stations
River Ambulance Service and Wharves	...
Total..
	£
Clerk to the Board of Management.	
_____ day of _____, 18____.	

(31.)

GENERAL FINANCIAL STATEMENT.

(Order of the Local Government Board, dated 11th October, 1888.)

Whereas by an Order dated the 28th day of November, 1870, the Poor Law Board prescribed regulations with reference to the Accounts of the Board of Management of the Metropolitan Asylum District and of their Officers, and by Articles 17 and 18 [p. 35] of the said Order directed that the Clerk to the said Board of Management should, at the close of each half-year, prepare in duplicate from the Accounts a Financial Statement in the Form prescribed and contained in the Schedule A [p. 49] to the said Order; and that such duplicate Statements should be submitted to and signed by the District Auditor, and one copy be then transmitted to the Poor Law Board and the other preserved by the said Board of Management;

And whereas it is expedient that the said Form of Financial Statement should be altered, and that other provision should be made with reference thereto as herein-after mentioned:

Now therefore, in pursuance of the powers given to us by the Statutes in that behalf, we hereby Order that the Financial Statement to be prepared by the Clerk to the said Board of Management and signed by the District Auditor, in duplicate, as aforesaid shall, until we otherwise direct or approve, be in the Form contained in the Schedule to this Order [pp. 132-137], in lieu of the Form prescribed by the above-cited Order; and that a copy of such Statement shall be forwarded, by the said Clerk, to the Guardians of each of the Unions and Parishes comprised in the said District.

ORDERS OF THE LOCAL GOVERNMENT

GENERAL FINANCIAL

(Order of the Local Government Board,

SCHEDULE.

METROPOLITAN ASYLUM DISTRICT.

Financial Statement showing Receipts, Expenditure, Balances,

UNIONS AND PARISHES.	Balance in favour of each Union or Parish at the commencement of this Half Year.	RECEIPTS.				
		Contributions paid during this Half Year.	Amount from Parliamentary Grant for Salaries of Medical Officers and Teachers, and Drugs, &c.	Repayments by extra Metropolitan Authorities.	Other	
					6.	7.
1.	2.	3.	4.	5.	6.	7.
	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
TOTALS ... £						
Expenditure of corresponding Half of last Year						
As compared with the corresponding Half of last Year ... { Increase ... Decrease ...						

ORDERS OF THE LOCAL GOVERNMENT

GENERAL FINANCIAL

(Order of the Local Government Board,

[illegible]

(Continued from previous page.)

dated 11th October, 1888—continued.)

[illegible]

(Continued on next page.)

* *NOTE.*—The cost of Ambulances provided under the Poor Law Act, 1879, is not included in the amounts entered in this column, but is distributed under the headings of preceding columns.

dated 11th October, 1888—continued.)

(Signed) _____ Clerk to the Board of Management.
(Signed) _____ District Auditor.

ORDERS

OF

THE LOCAL GOVERNMENT BOARD.

PART II.

ORDERS RELATING TO IMBECILE ASYLUMS.

(1.)

GENERAL REGULATIONS.

(Order of the Local Government Board, dated 10th February, 1875.)

Whereas the Poor Law Board, by two Orders* under their Seal, dated the Sixth day of October, One thousand eight hundred and seventy, taken in connection with another Order of the said Board dated the Eighteenth day of June, One thousand eight hundred and sixty seven [p. 4], prescribed certain Rules and Regulations to be observed by the Board of Management of the Metropolitan Asylum District in regard to the government of the Asylums provided by the said Board of Management, situated at Leavesden, in the Parishes of Watford and Abbots Langley, in the County of Hertford, and at Caterham, in the County of Surrey, for the reception of poor persons who might be insane, and also in regard to the appointment and duties of the officers of such Asylums, and the admission and treatment of poor persons therein;

And whereas by an Order dated the Seventeenth day of June, One thousand eight hundred and seventy-one [p. 88], the Poor Law Board

* These Orders (being now entirely rescinded, and the provisions thereof for the most part re-enacted in the present Order), are not printed in this Volume.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875
—continued.)

prescribed further Rules and Regulations with regard to officers of the said Asylums, and also ordered that the provisions of the two first above-recited Orders and of that Order as well as the provisions of an Order of the Poor Law Board dated the Twenty-eighth day of November, One thousand eight hundred and seventy [p. 24], in regard to Accounts, should, so far as they were applicable apply to the officers or other persons appointed for temporary Asylums provided by the said Board of Management for the reception of poor persons who might be insane ;

And whereas it is expedient that the said Rules and Regulations should be reseinded as hereinafter mentioned, and others issued in their stead ;

Now, therefore, We, the Local Government Board, in pursuance of the powers given by the Statutes in that behalf, hereby rescind the under-mentioned Orders, to the extent hereinafter specified ; provided that any appointment made or other act done under those Orders shall not be thereby affected :—

The whole of the two Orders above-recited, dated the Sixth day of October, One thousand eight hundred and seventy :*

The undermentioned Articles in the above-recited Order dated the Eighteenth day of June, One thousand eight hundred and sixty-seven ; namely, Articles 27, 31, 32, 33, 34, 39, 40, 41, 42, 43, 44, 46, 47, 48, 53, and 56 [pp. 10–18], so far as they apply to officers of Asylums provided by the said Board of Management for poor persons who may be insane :

The Sections numbered One, Two, Three, and Five [pp. 88–93] in the above-recited Order dated the Seventeenth day of June, One thousand eight hundred and seventy-one, so far as they apply to the Asylums last mentioned, and the Section numbered Four [p. 92] in the same Order, so far as it applies to temporary Asylums provided for the same class of persons.

* See footnote p. 138.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

And We hereby Order that the following Rules and Regulations shall henceforth be observed in regard to each of the said Asylums and all other Asylums provided either permanently or temporarily for the same class of persons.

SECTION I.—EXPLANATION OF TERMS.

Article 1.—In this Order all words importing the masculine gender shall be deemed and taken to include females, and the singular to include the plural and the plural the singular, unless the contrary as to gender or number is expressly provided.

The words “Lunatic Asylum” in this Order, shall mean any Asylum for a County or Borough, or any registered hospital or licensed house within the provisions of Section 72 of the “Lunatic Asylums Act, 1853.”

The term “Steward” in this Order shall be deemed to apply to and include the person now holding the Office of House Superintendent at the Asylum.

SECTION II.—ADMISSION.

Article 2.—The insane paupers to be admitted into the Asylum shall be such harmless persons of the chronic or imbecile class as could be lawfully retained in a Workhouse; but no dangerous or curable persons, such as would, under the Statutes in that behalf, require to be sent to a Lunatic Asylum, shall be admitted.

Article 3.—Every pauper, whether upon his first or any subsequent admission into an asylum, shall be admitted upon an order filled up and signed by the Clerk to the Board of Guardians of the Union or Parish from which he is sent to the Asylum, according to the Form (A) [p. 171] in the Schedule to this Order.

The order of admission shall be accompanied by a Certificate and Report as follows; that is to say,—

A Certificate* in the Form (B) [p. 172] in the Schedule to this

* Certificate and Report not required in certain cases (see p. 195).

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

Order, signed by the Medical Officer (either of the Workhouse or District, as the case may be), of the Union or Parish to which the pauper is chargeable; which Certificate such Medical Officer is hereby required to give, upon request from the Board of Guardians or Relieving Officer, in every case in which, after due examination, he may find that such a Certificate ought to be given as regards the pauper's fitness both for admission into the Asylum and for removal thereto.

A Report* in the Form (C) [p. 173] in the said Schedule, signed by the Chairman or Vice-Chairman of the Board of Guardians of the Union or Parish to which the pauper is chargeable, or by some member of the Visiting Committee of such Board of Guardians.

The order of admission shall be signed by the Clerk by direction of the Board of Guardians; but such direction shall not be given until the Certificate and Report above-mentioned have been laid before the Board of Guardians.

Article 4.—No pauper shall be admitted under any order if the same bear date more than seven days before the pauper, or some one acting on his behalf and in his company, presents it at the Asylum.†

Article 5.—Immediately on admission, the pauper shall be placed in the ward appropriated to the reception of paupers, and shall, as soon as possible, be examined by the Medical Superintendent of the Asylum, and placed in such part of the Asylum as he may direct.

Article 6.—Before being removed from the receiving ward the pauper shall, if the Medical Superintendent so direct, be thoroughly cleansed, and clothed in a suitable dress, and the clothes which he wore at the time of his admission shall, if they were supplied by the Guardians of the Union or Parish from which he was sent to the Asylum, be, as soon as possible, returned to such Guardians. If the clothes were the property of the pauper, they shall be deposited

* Certificate and Report not required in certain cases (see p. 195).

† Not applicable to Darenth School (see p. 187).

GENERAL REGULATIONS—continued.

*(Order of the Local Government Board, dated 10th February, 1875
—continued.)*

in a place appropriated for that purpose, with the pauper's name affixed thereto, and restored to him if he is discharged from the Asylum, but in case of his death therein, they shall be disposed of as the Board of Management shall direct.*

Article 7.—As soon as practicable after the pauper has been examined in pursuance of Article 5, a report, according to the Form (D)[p. 173] in the Schedule to this Order, signed by the Medical Superintendent, shall be transmitted by him to the Guardians of the Union or Parish from which the pauper was sent to the Asylum.

Article 8.—Every pauper, upon his admission into the Asylum, shall be searched by or under the inspection of the proper officer, and all articles prohibited by any Act of Parliament, or by this Order, or by the Regulations made by the Asylum Committee, which may be found upon his person, shall be taken from him, and dealt with as the Board of Management may direct; and a record of the same shall be duly made and preserved, according to their directions.

Article 9.—The Board of Management shall not admit into the Asylum, or retain therein, a larger number of paupers than that which is already fixed as the maximum by the Poor Law Board, or which may hereafter be so fixed from time to time by the Local Government Board.

SECTION III.—CLASSIFICATION.

Article 10.—The paupers in the Asylum shall be classed in such manner as the Asylum Committee, with the advice of their Medical Superintendent, shall direct, provided that the two sexes shall be kept separate. To each sex shall be assigned its proper wards and yards, and each class of paupers shall remain therein, without communication with those of the other sex.

SECTION IV.—DISCHARGE.

Article 11.—The Asylum Committee, acting under the advice of the Medical Superintendent, may discharge from the Asylum

* Not applicable to Darenth School (see p. 182).

GENERAL REGULATIONS—*continued.*

(*Order of the Local Government Board, dated 10th February, 1875*
—*continued.*)

any pauper, when for reasons which they shall deem sufficient it is not expedient that he should continue therein.

Article 12.—The Clerk of the Asylum* shall give notice of the proposed discharge to the Board of Guardians of the Union or Parish to which the pauper is chargeable in the Asylum, as well as to the nearest known relative of the pauper, and the said Guardians shall, within seven clear days after such notice has been given, take the proper steps for the removal of the pauper. If the removal be not effected by the Guardians before the expiration of that time, the Asylum Committee may cause the pauper to be removed to the Workhouse from which he was sent to the Asylum, and all the necessary expenses incurred in his removal shall be charged by the Board of Management to the account of the Guardians of the Union or Parish to which he has been chargeable in the Asylum.

Article 13.—When the Board of Guardians of any Union or Parish in the said District shall direct the discharge of any pauper chargeable to such Union or Parish, such pauper shall thereupon be discharged from the Asylum.

Provided, that if the Medical Superintendent shall be of opinion that the discharge cannot take place without injury to the pauper, the direction shall not be acted upon until such opinion shall have been communicated to the Board of Guardians, and their further directions received.

Article 14.—In no case shall any pauper be prevented from leaving the Asylum after the parent or next of kin of such pauper shall have given to the Board of Management, the Asylum Committee, or the Guardians of the Union or Parish to which he was chargeable in the Asylum such an undertaking as they shall respectively deem satisfactory, to provide for the removal, charge, and maintenance of such pauper with due care and attention while the malady continues.

* For *Clerk of the Asylum* read *Steward* in the case of the Leavesden Asylum (see p. 194).

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

Article 15.—The provisions of Articles 11, 12, 13, and 14 shall not apply to the cases of paupers who after their admission may become dangerous to themselves or others, but in all such cases, as soon as the Medical Superintendent shall be of opinion that the pauper has become dangerous to himself or others, he shall himself give, or cause to be given by the Clerk of the Asylum,* a notice in writing to that effect to the Relieving Officer of the Union or Parish to which such pauper is chargeable in the Asylum, and such Relieving Officer shall thereupon forthwith take the proper steps for the removal of the pauper to a Lunatic Asylum, registered hospital, or licensed house, in conformity with the Statutes in that behalf.

SECTION V.—DISCIPLINE AND DIET.

Article 16.—The clothing to be worn by the paupers in the Asylum shall be made of such materials as the Board of Management may determine, and shall be provided for them by that Board.

Article 17.—Paupers above sixteen years of age shall be dieted in the manner set forth in the Dietary Table Form (E) [p. 174-5] in the Schedule to this Order, or in such other manner as the Local Government Board may from time to time direct or approve [p. 175].

Paupers under sixteen years of age shall be dieted in such manner as the Board of Management may from time to time direct, subject to the approval of the Local Government Board.

Provided, that on the occasion of any public festival or thanksgiving, the Board of Management may depart from the prescribed Dietary, in such manner as they shall think fit.

Provided also, that in the cases of sick paupers, or in any individual case in which, though the pauper be not sick, the Medical Superintendent may consider it desirable that the prescribed Dietary should be departed from, the diet shall be such as the Medical Superintendent may in writing direct.

* For *Clerk of the Asylum* read *Steward* in the case of the Leavesden Asylum (p. 194).

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

Article 18.—Any pauper may be visited by permission of the Medical Superintendent, or (in his absence) of his assistant, subject to such conditions and restrictions as the Board of Management may prescribe.

Provided that this Article shall not apply to the visit of a Minister lawfully visiting any pauper not belonging to the Established Church for the purpose of affording religious assistance or instruction to such pauper.

Article 19.—No article of food or liquor shall be allowed to be given to or left with or for the pauper at any such interview, unless the sanction of the Medical Superintendent has been first obtained.

Article 20.—No book or printed paper that has been disapproved of by the Asylum Committee shall be allowed to be read or retained by any pauper in the Asylum, and all books or printed papers introduced into the Asylum otherwise than by such Committee shall be submitted to them for approval, except books containing religious instruction or consolation, supplied by the Chaplain or by a Minister regularly visiting any pauper not belonging to the Established Church.

Article 21.—No pauper shall have any matches or other article of a combustible nature in his possession, and any officer or attendant may take from any pauper any article of such a nature.

Article 22.—Any licensed Minister of the religious persuasion of an inmate, who may at any time in the day enter the Asylum for the purpose of affording religious assistance or instruction, shall give such assistance or instruction so as not to interfere with the good order and discipline of the Asylum; and such assistance or instruction shall be strictly confined to persons who are of the religious persuasion of such Minister, and whom such Minister shall have been lawfully authorised to visit or instruct.

SECTION VI.—GENERAL MANAGEMENT.

Article 23.—The Board of Management shall, as often as may

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

be necessary for cleanliness, cause all the rooms, wards, and offices belonging to the Asylum to be limewashed, and shall, from time to time, cause the Asylum, and all its furniture and appurtenances, to be kept clean and in good and substantial repair; and shall remedy without delay any such defect in the Asylum, as regards drainage, warmth, ventilation, or otherwise, or in the furniture, fixtures, or appurtenances thereof, as may tend to injure the health of the inmates.

Article 24.—Subject to the Regulations herein contained the guidance, government, and control of the Asylum, and of the paupers, as well as the officers, assistants, servants, and other persons therein, shall be exercised by the Board of Management, except in so far as the same may be delegated by that Board to the Asylum Committee.

SECTION VII.—ASYLUM COMMITTEE.

Article 25.—The Board of Management, in conformity with any Orders in force for the time being with respect to the appointment of Committees, shall appoint from among their number a Committee for the Asylum, to be termed the “Asylum Committee,” of which Committee three shall form a Quorum.

Article 26.—The Asylum Committee shall visit the Asylum from time to time, inspect the reports of the Officers, examine the stores, and investigate any complaints made by the paupers.

Article 27.—The Asylum Committee shall keep a record of all their transactions, including their visits to the Asylum, in a Minute Book to be provided for the purpose, and shall present to the Board of Management at each of their ordinary meetings a Report of such matters as the Committee may deem it requisite to bring under the notice of the Board.

Article 28.—The Asylum Committee shall once at least in each quarter of a year enter in a Book to be provided for that purpose, such observations as they may think fit to make respecting the

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

dietary, accommodation, and treatment of the paupers in the Asylum, and such Book shall be laid before the Board of Management from time to time according as they may direct.

SECTION VIII.—APPOINTMENT OF OFFICERS.

Article 29.—The following officers of the Asylum shall be termed Principal Officers ; namely,—

Medical Superintendent,	Steward,
Chaplain,	Matron, and
Clerk of the Asylum,*	

with such Assistants to the Medical Superintendent as the Board of Management shall from time to time deem necessary, and the Local Government Board shall assent to. Rescinded,
see p. 131.

A Schoolmaster and a Schoolmistress may be appointed as Principal Officers to instruct the children in the Asylum, subject to the Directions of the Board of Management, whenever the Board of Management may deem it necessary that such appointment should be made, and the Local Government Board shall assent.

Article 30.—The persons holding any of the following offices in the Asylum shall be termed Subordinate Officers ; namely,—

Dispenser,	Attendant,
Stocktaker,	Porter, and

Assistants to any of the Principal Officers, excepting the Medical Superintendent. Rescinded,
see p. 131.

The Subordinate Officers above-mentioned, as well as such other Subordinate Officers, servants, and other persons as the Board of Management may deem it necessary to employ in or about the Asylum or the Asylum Premises, or on the land attached thereto, shall be appointed or employed upon such terms and conditions and with such duties as shall appear to the Board of Management to be suitable, subject to the provisions of Articles 76 and 77

* Office abolished for Leavesden Asylum (see p. 188).

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

Amended,
see p. 181.

[p. 168–9] with regard to the duties of an Attendant or Porter, and subject also to the approval of the Local Government Board, as regards the scale of salaries to be paid, and the total number of persons to be appointed or employed.

SECTION IX.—MODE OF APPOINTMENT.

Article 31.—The several appointments under Articles 29 and 30 shall be made by the Board of Management, excepting so far as they may delegate their powers in that respect to the Asylum Committee under Article 46.

Article 32.—Every person to be appointed by the Board of Management shall be appointed by a majority of the Managers present at any meeting of the Board, and voting upon such appointment, and every appointment of a Principal Officer shall, as soon as the same shall have been made by the Board of Management, be reported to the Local Government Board by the Clerk.†

Amended,
see p. 181.

Article 33.—No appointment of any person shall be made by the Board of Management unless notice that such appointment will be made shall have been given at one of the two ordinary meetings of the Board next preceding the meeting at which the appointment is to be made, or unless an advertisement giving notice of such appointment shall have appeared in some newspaper circulating in the District, by the direction of the Board of Management, at least seven days before the day on which such appointment is to be made.*†

Article 34.—When the Board of Management propose to make an appointment of any officer or other person, under any Order of the Local Government Board, and by special resolution, require any Candidate to attend personally before them for examination, the Board of Management may pay such reasonable expenses incurred by such Candidate as they shall deem proper.†

* This Article does not apply to appointment of Attendants (see p. 182).

† These Articles apply also to proceedings of Committees (see p. 186).

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

SECTION X.—SALARIES OF OFFICERS.

Article 35.—The Board of Management shall pay to every Principal Officer whose appointment is made or confirmed by them such salary or remuneration as the Local Government Board may from time to time direct or approve.

Provided that the Board of Management, with the approval of the Local Government Board, may pay to any such officer a reasonable compensation* on account of extraordinary services, or other unforeseen circumstances connected with his duties or the necessities of the Asylum.†

Article 36.—The salary of every Principal Officer shall be payable up to the day on which he ceases to hold office, and no longer, and shall be considered as accruing from day to day, and be apportionable in respect of time accordingly, in pursuance of the provisions of "The Apportionment Act, 1870."

Article 37.—Any officer or other person who may be suspended from his office, and who shall upon such suspension resign or be dismissed by Order of the Local Government Board shall not be entitled to any salary or remuneration from the date of such suspension; and no officer or other person who shall be temporarily suspended by reason of his services not being required shall be entitled to any salary or remuneration pending such temporary suspension.

Article 38.—The Board of Management shall not pay to any officer bound to account, who may have been dismissed, or who may be under suspension from his office, any salary or remuneration claimed by such officer until his accounts shall have been audited by the Auditor.

Article 39.—The salaries or remuneration payable to the subordinate officers, servants, or other persons within the terms of Article

* For similar provision for subordinate officers, see p. 182)

† See footnote † on p. 11. See also Appendix C, p. 318.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

30, shall be included in the Orders made by the Board of Management for contributions to the Common Fund of the District.

Article 40.—The Clerk to the Board of Management shall make out and transmit to the Local Government Board, on the 25th day of March and the 29th day of September in every year, or within fourteen days after such days respectively, a report containing the particulars set forth in the Form (F) [p. 176] in the Schedule to this Order.

SECTION XI.—QUALIFICATIONS OF OFFICERS.

Article 41.—No person shall hold the office of Medical Superintendent or Assistant to that Officer under this Order unless he be duly registered under “The Medical Act of 1858,” or other authority of law in that behalf, and be qualified by law to practise both Medicine and Surgery in England and Wales, such qualification being established by the production to the Board of Management, or if appointed by the Asylum Committee, then to that Committee, of a Diploma, Certificate of a Degree, Licence or other Instrument granted or issued by competent legal authority in Great Britain or Ireland, testifying to the medical or surgical, or medical and surgical, qualification or qualifications of the candidate for such office.

Article 42.—No person shall be qualified to be appointed a Dispenser unless he shall be a Licentiate of the Apothecaries Company of London, or shall have been duly registered under the Pharmacy Act, 1868, or any other authority of law in that behalf.

Article 43.—No person shall hold the office of Steward under this Order who has not reached the age of twenty-five years, nor that of Clerk of the Asylum who has not reached the age of twenty-one; and both of them shall be qualified to keep accounts.*

* Rescinded so far as the Clerk of the Leavesden Asylum is concerned (p. 194).

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

Article 44.—No person shall hold the office of Chaplain under this Order without the consent of the Bishop of the diocese to his appointment, signified in writing,

Article 45.—No person shall hold the office of Attendant who is not able to read.

SECTION XII.—DELEGATION TO ASYLUM COMMITTEE OF POWERS IN REGARD TO THE APPOINTMENT OF OFFICERS.

Article 46.—The powers conferred upon the Board of Management by this Order may, whenever that Board shall deem it desirable, be delegated by them to the Asylum Committee to the extent set forth in Articles 47, 48, 49, and 50, except that all payments shall be made by the Board of Management.

Amended,
see p. 183.

Article 47.—The Asylum Committee may, whenever occasion may arise by vacancy or otherwise, appoint on probation, for a period not exceeding three calendar months, any Principal Officer, and may assign to the person so appointed such salary or remuneration for the period of probation as they may deem expedient, not exceeding the amount previously approved by the Local Government Board; and the amount so assigned by the Committee shall be paid by the Board of Management for the period of actual service: Provided that every such appointment shall as soon as it has been made be reported by the Committee to the Board of Management, and by the latter to the Local Government Board.

Amended,
see p. 183.

Article 48.—The Asylum Committee may also appoint on probation, for a period not exceeding three calendar months, such subordinate officers, servants, or other persons as they may deem it necessary to employ in or about the Asylum or the Asylum premises, or on the land attached thereto, upon such terms and conditions and with such duties as shall appear to the Committee to be suitable, subject to the provisions of Articles 76 and 77 with

Amended,
see p. 183.

GENERAL REGULATIONS—continued.

*(Order of the Local Government Board, dated 10th February, 1875—
continued.)*

Amended,
see p. 181.
Subse-
quently
rescinded,
see p. 183.

regard to the duties of an attendant or porter, and subject also to the approval of the Local Government Board as regards the scale of salaries to be paid, and the total number of persons to be appointed or employed.

The salary or remuneration so assigned by the Committee shall be paid in each case by the Board of Management for the period of actual service.

Amended,
see p. 183.

Article 49.—Every appointment made by the Asylum Committee on probation, and the salary or remuneration assigned, shall, at the expiration of the period of probation, be reported by the Committee to the Board of Management, who, if the person appointed be then in office, shall determine as to the continuance of the appointment, and, having regard to the fitness of the person appointed and to all the circumstances of the case, shall, by a vote of a majority of the Managers present at the meeting at which the question is decided, either confirm or revoke the appointment, and if they confirm it, fix the future salary or remuneration to be paid, subject to the provisions of Articles 29, 30, and 35.

Provided that if the Asylum Committee find that, on the ground of unfitness or otherwise, it is undesirable to retain the services of any person appointed by them on probation, they may, before the termination of the period of probation, dispense with the services of such person, and appoint another in his stead. The Committee may also, by a fresh appointment for a like period of probation, supply any vacancy which may arise through the death or resignation of any person appointed by them.

Amended,
see p. 183.

Article 50.—The following regulations shall also be applicable to appointments made by the Committee, except that all payments shall be made by the Board of Management; namely,—

So much of Article 32 as relates to voting on appointments; Articles 33 and 34; the proviso to Article 35; Articles 37 and 38; Articles 41, 42, 43, 44, and 45; Articles 56 and 57; Articles 61, 62, 63, and 64.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

SECTION XIII.—CONTINUANCE IN OFFICE AND SUSPENSION OF OFFICERS.—APPOINTMENT OF SUBSTITUTES.—SUPPLY OF VACANCIES.—PAYMENT OF SALARIES.

Article 51.—Every Principal Officer shall upon his appointment agree to give one month's notice previous to resigning the office, or to forfeit one month's amount of salary, to be deducted as liquidated damages from the amount of salary due at the time of such resignation.

Article 52.—Every Principal Officer whose appointment is made or confirmed by the Board of Management shall continue to hold office until he shall die, or resign, or be removed by the Board of Management with the assent of the Local Government Board, or by the Local Government Board, or be proved to be insane by evidence which the Local Government Board shall deem sufficient, or until the Local Government Board shall consider it desirable that his duties should cease or should be modified, in which case his continuance in office may be terminated at the expiration of a notice of three calendar months, to be given by the Board of Management or the Local Government Board.

Amended,
see p. 183.

Article 53.—The Board of Management may at their discretion suspend from the discharge of his duties any officer whose appointment is made or confirmed by them, and shall, in case of every suspension of a Principal Officer, forthwith report the same, together with the cause thereof, to the Local Government Board; and the Asylum Committee may, in any case of urgency, in like manner suspend any officer holding office on probation, until the next meeting of the Board of Management, who shall continue or remove such suspension, reporting their proceedings in the case of any Principal Officer to the Local Government Board. If the Local Government Board remove the suspension of any officer, he shall forthwith resume the performance of his duties.

Article 54.—Every subordinate officer, servant, or other person

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

within the terms of Article 30, may be dismissed by the Board of Management, without the consent of the Local Government Board; but every such dismissal and the grounds thereof shall be reported to the Local Government Board by the Clerk to the Board of Management.

Article 55.—No officer or other person who may be dismissed by order of the Local Government Board shall remain in the Asylum for which he was appointed, or enter therein for the purpose of interfering in the management thereof unless the Local Government Board have consented to his subsequent appointment to an office in such Asylum, or to his temporary employment therein.

Article 56.—If any officer or other person appointed to or holding any office or employment in the Asylum under this Order be at any time prevented by sickness or accident, or other sufficient reason, from the performance of his duties, the Board of Management may appoint a qualified person to act as a substitute for a period not exceeding three months, and may pay him a reasonable compensation for his services, not exceeding the amount of remuneration payable to the officer in whose place he acts, unless the Local Government Board shall otherwise direct or approve; and every appointment so made (except in the case of subordinate officers, servants, or other persons within the terms of Article 30) shall be reported to the Local Government Board as soon as the same shall have been made.

Every substitute so appointed shall be subject in all respects to the same obligations, liabilities, and responsibilities as the officer or other person in whose place he acts, and shall be bound to observe all the regulations applicable to the office or employment, the duties of which he is appointed to discharge.

Article 57.—If any officer or other person give notice of an intended resignation to take effect on a future day, the Board of Management may take steps for electing a successor, in conformity

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

with the Regulations in that behalf, at any time subsequent to such notice.*

Article 58.—The Board of Management may, if they think fit, pay to an officer or other person entitled to receive payment of any fixed salary from them otherwise than weekly, the amount which shall become due in respect of each monthly service, at the end of such month.

Article 59.—Every such officer or other person who may be paid monthly, under the authority of this Order, and who may be required to keep accounts, shall nevertheless make out his accounts quarterly, in accordance with the provisions of the above-recited Order of the 28th day of November, 1870 [p. 24], and submit the same to the Board of Management or the Asylum Committee before the last portion of the salary in respect of the quarter is paid to him.

Article 60.—Whenever any vacancy occurs in the office of a Principal Officer, the Board of Management shall, as soon as conveniently may be, cause notice thereof to be given to the Local Government Board, and proceed to make a new appointment to the office so vacant, in the manner prescribed by this Order unless they shall have delegated their powers in that respect to the Asylum Committee.

Amended,
see p. 183.

SECTION XIV.—SECURITIES OF OFFICERS.

Article 61.—Every Steward, and every other officer whom the Board of Management shall require to do so, shall respectively give a bond with two sufficient sureties, conditioned for the due and faithful performance of the duties of his office; and every such officer shall give immediate notice to the Board of Management of the death, insolvency, or bankruptcy of either of such sureties, and shall, when required by the Board of Management,

*Applies also to Committees' proceedings (see p. 186).

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February 1898, continued.)

supply a fresh surety in the place of any such surety who may die or become bankrupt or insolvent.

Provided, that the Board of Management may require a security for any officer the guarantee of any Corporation or Association* which shall undertake to guarantee the conduct of such officers, and shall give their guarantee in the form of security, the form whereof shall have been or shall be approved by the Poor Law Board or the Local Government Board, and their Seal.

Article 62.—The Board of Management shall require every officer to supply forthwith a fresh surety, in place of any such surety who may die, or become bankrupt, or insolvent, or become otherwise discharged from his obligation.

Article 63.—The Board of Management shall once a year, that is to say, at the audit next after the Twentieth day of March, cause every person having the custody of bonds to require by any officer to produce such bonds to the Auditor for inspection; and the fact of such inspection, and any defects apparent in the said bonds, shall be reported by such Auditor to the said Board.

Article 64.—The Board of Management shall provide for the safe custody of all bonds given in pursuance of these Regulations, so always that no bond given by any person shall remain in the custody of such person himself.

*Local Government Board, dated 10th February, 1875—
continued.)*

require them to perform; and such duties shall be by the several assistants in aid of, and subject to the their respective superiors and of the Board of Management-Committee.

.—In every case not otherwise provided for by this officer or other person shall perform his duties in shall not intrust the same to a deputy, except with the mission of the Local Government Board on the application of the Board of Management.

.—No Officer or other person shall, except in case of purchase or procure any article for use in the Asylum, or alteration or repair of any part of the premises, or purchase or other articles belonging thereto, without the sanction of the Asylum Committee, or apply any article belonging to the Board of Management to purposes other than those approved by them.

.—No officer or other person appointed to or holding employment in the Asylum under the Board of Management or the Asylum Committee shall, directly or indirectly, bargain to receive any gratuity, percentage, or allowance of any kind with reference to any contract with the Board of Management, or in respect of any payment made or to be made for any labour supplied or work executed according to the order of the Board of Management, or on their behalf, or in respect of any business transacted by such officer or other person in connection with the discharge or performance of his office or employment.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

the same into the hands of their Treasurer to their credit, notwithstanding that any salary or balance may be due from the Board of Management to such officer or other person.

DUTIES OF THE MEDICAL SUPERINTENDENT.

Article 71.—The following shall be the duties of the Medical Superintendent of the Asylum:—

- No. 1. To reside in that part of the Asylum which shall be assigned to him by the Board of Management.
- No. 2. To admit every pauper brought to the Asylum with the proper order, accompanied by the Certificate and Report required by Article 3 [p. 140], to examine him on his admission, and to give the requisite directions for his being placed in an appropriate ward.
- No. 3. As soon as practicable after a pauper has been examined on his admission, to transmit to the Guardians of the Union or Parish from which the pauper was sent to the Asylum a Report according to the Form (D) [p. 173] in the Schedule to this Order; and to retain in a book to be provided for that purpose a duplicate of each such Report, and to lay such book before the Asylum Committee at each of their meetings.
- No. 4. To attend duly and punctually upon the paupers in the Asylum, according to the necessities of their cases.
- No. 5. To control the arrangements of the wards generally, to give the requisite directions as to the treatment of the paupers, and as to their discharge from the Asylum, and to see that such directions are carried out.
- No. 6. To report in writing to the Asylum Committee, once at least in each month, any defect in the diet, drainage, furniture, ventilation, warmth, or other arrangements of the Asylum, or any excess in the number of the inmates, whether in the

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

Asylum generally or in any particular ward, which he may deem to be detrimental to the health of the inmates, or calculated to retard their recovery.

- No. 7. To keep a Case Book according to the Form (G) [p. 177] in the Schedule to this Order, and to insert therein the particulars required by such Form, with respect to every pauper in the Asylum, employing therein, so far as is practicable, the terms used or recommended in the regulations and statistical nosology issued by the Registrar-General.
- No. 8. To produce such Case Book to the Board of Management, or the Asylum Committee, or the Auditor, whenever duly required to do so.
- No. 9. To prescribe the dietary for the sick paupers in so many different scales as he shall deem expedient; and to enter the same at the commencement of the "Daily Provisions Consumption Account" Book, according to the Form (H) [p. 178] in the Schedule to this Order, or some Form to the like effect. Also to give directions in writing as to the diet of individual paupers in cases where, though the pauper be not sick, he may consider a departure from the prescribed Dietary Table to be desirable.
- No. 10. To sign and furnish to the Steward daily a written statement of the diet and extras required to be supplied for the sick paupers in each ward.
- No. 11. To give notice to the Steward of every admission of a pauper into the Asylum, to deliver to him all orders of admission, and to give notice to him of the proposed discharge of any pauper, and of the dangerous illness of any pauper; and further to proceed according to the directions of Article 15, in every case where a pauper, after admission to the Asylum, becomes dangerous to himself or others.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

No. 12. On the death of any pauper in the Asylum, to enter such death in a Register kept according to the Form (I) [p. 179] in the Schedule to this Order inserting therein the required particulars in the manner prescribed by No. 7 of this Article, and to give prompt information thereof to the Chaplain, the Steward, and the Clerk of the Asylum.*

No. 13. To give to the Board of Management or the Asylum Committee, when required, any reasonable information respecting the case of any pauper who is or has been under his care; to make any such special report in writing relative to the condition of the Asylum or of the paupers, as the Board of Management, or the Asylum Committee, or the Local Government Board may require of him; and to attend any meeting of the Board of Management or the Committee, when requested by either of them to do so.

No. 14. To govern and control all the officers,† servants, and other persons employed in the Asylum, in conformity with any Order of the Local Government Board in force for the time being and the regulations prescribed by the Board of Management; to exercise a general superintendence over the male attendants when they are not on duty; to inform the Asylum Committee from time to time of the state of the Asylum in every department; to report, when he deems it necessary, in writing, to the Committee any negligence or other misconduct on the part of any of the officers, servants, or other persons which shall come to his knowledge; and generally to observe and fulfil all lawful orders and directions of the Board of Management or of the Committee suitable to his office.

[Additional duty, p. 181, Art. 3].

* Rescinded so far as the Clerk of the Leavesden Asylum is concerned. (see p. 194).

† For interpretation of this Article see Appendix B, p. 318.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

DUTIES OF THE CHAPLAIN.

Article 72.—The following shall be the duties of the Chaplain of the Asylum :—

To visit the Asylum daily at such hours as may from time to time be appointed by the Asylum Committee, and afford religious assistance or instruction to such of the paupers as may be desirous of receiving it; to perform such religious services therein, according to the Liturgy of the Church of England, as the Committee may, from time to time, with the consent of the Local Government Board, direct, and when he shall be lawfully empowered to do so, to perform the burial service for any of the inmates of the Asylum who may die therein and be interred in any Burial Ground duly consecrated.

Provided that so much of the above Article as requires the Chaplain to impart religious instruction shall not apply in the case of any child who shall be regularly visited by a minister of his own religious creed for the purpose of religious instruction, if the parent or surviving parent, or, in the case of an orphan or deserted child, if such minister make request in writing to the effect that he shall not be instructed in any other religious creed, or be required or permitted to attend the service of any other religious creed than that entered in the Register of Religious Creed herein provided; except any child above the age of twelve years who shall desire to receive instruction in some other creed, or to attend the service of any other religious creed, and who shall be considered by the Local Government Board to be competent to exercise a judgment upon the subject.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued).

DUTIES OF THE STEWARD.

Article 73.*—The following shall be the duties of the Steward of the Asylum:—

- No. 1. To keep all books or accounts which he or the Officer termed the “House Superintendent” is or may be by any Order of the Poor Law Board or the Local Government Board directed to keep; to allow the same to be constantly open to the inspection of the Clerk to the Board of Management, and of any Member of that Board; and to submit the same to the Board of Management or the Asylum Committee, whenever required by them to do so.
- No. 2. To keep a book, in which he shall enter all his written reports to the Asylum Committee, and to lay the same before them at every meeting.
- No. 3. To submit to the Asylum Committee at every meeting an estimate of such articles as are required for use in the Asylum, and to receive and execute the directions of the Committee in relation thereto or upon any other estimates.
- No. 4. To receive all provisions and other articles purchased or procured for the use of the Asylum, and before placing them in store, to examine and compare them with the bills of parcels or invoices severally relating thereto; and after having proved the accuracy of such bills or invoices, to authenticate the same with his signature, and deliver them to the Clerk of the Asylum to be laid by him before the Asylum Committee.
- No. 5. To receive and take charge of all provisions, clothing, linen, and other articles (medicines and medical and surgical appliances excepted) belonging to the Asylum, or confided to

* This Article is rescinded so far as the Steward of the Leavesden Asylum is concerned. (See p. 188.) It therefore now (May, 1891) applies only to the Caterham Asylum. The duties of the Steward of the Darenth Asylum and Schools are similar to those of the Steward of the Leavesden Asylum (p. 188).

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued*).

his care by the Board of Management, and to issue the same to the Matron or other officers, or to the servants, as may be required.

No. 6. To cause the male paupers, upon their admission, to be cleansed, and placed in their proper wards, subject to any special directions which may be given by the Medical Superintendent.*

No 7. To superintend the various domestic departments, including the kitchen, and to take the general control of the labour of all the male paupers who may be considered by the Medical Superintendent to be fit for out-door or domestic occupations, other than those employed in the Wards; and so far as the Asylum Committee may direct, to see that the meals are duly provided, cooked, dressed, and served [see No. 8, p. 165].

No. 8. To superintend the management of all the grounds, gardens, farm, and live stock connected with the Asylum, and to keep accounts of the same, showing the produce thereof and its appropriation.

No. 9. To cause two or more copies of the Dietary Table, Form (E) [p. 174-5] in the Schedule to this Order, legibly written or printed in large type, to be hung up in the most public places of the Asylum, and renewed from time to time, so that such copies may be always kept fair and legible.

No. 10. On the death of any pauper in the Asylum, to provide for the interment of the body.

No. 11. To enforce, subject to the control of the Medical Superintendent,† order, punctuality, cleanliness, and the due observance of all regulations for the government of the Asylum, by the pauper inmates, and the subordinate officers, servants, and other persons employed therein, and to report to the Medical Superintendent‡ and the Asylum Committee

Varied in
certain
cases,
see p. 181.

* The Managers do not require the Steward to carry out this regulation.

† See Art. I and footnote thereto, p. 181; see also Appendix B, 318.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

any negligence or other misconduct on the part of the male officers, servants, or other persons; provided nevertheless, that the Board of Management, with the consent of the Local Government Board, may at any time empower the Steward to act in accordance with this Article, without being subject to the control of the Medical Superintendent, or liable to report to him, as regards officers, servants, or other persons not immediately connected with the care or custody of paupers.

No. 12. Generally to observe and fulfil all lawful orders and directions of the Board of Management and the Asylum Committee suitable to his office.

DUTIES OF THE MATRON.

Article 74.—The following shall be the duties of the Matron of the Asylum :—

No. 1. To aid the Medical Superintendent and Steward in enforcing order, punctuality, cleanliness, and the due observance of all regulations for the government of the Asylum by the pauper inmates, the subordinate officers, servants, and other persons employed therein, and to report to the Medical Superintendent and the Asylum Committee any negligence or other misconduct on the part of any of the female officers, servants, or other persons.

No. 2. To exercise a general superintendence over the female attendants, when they are not on duty

No. 3. To cause the female paupers, upon their admission, to be cleansed, and to be properly clothed and placed in their proper wards, subject to any special directions which may be given by the Medical Superintendent.

No. 4. To superintend and give the necessary directions for

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

making and mending the clothing supplied to the paupers, and to take care that all such clothing be properly numbered, and marked on the inside with the name of the Asylum.

No. 5. To see that all the wards, beds, and bedding are kept in a clean and wholesome state.

No. 6. To take charge of the clothing and linen issued to her by the Steward, and to apply the same to such purposes as shall be authorised or approved by the Asylum Committee, and to no other.

No. 7. To give the necessary directions concerning the washing, drying, and getting up of the linen and blankets, and to see that the same be not dried in any ward inhabited by any of the paupers.

No. 8. So far as the Asylum Committee may direct, to see that the meals are duly provided, cooked, dressed, and served [see No. 7, p. 163].

No. 9. To give to the Medical Superintendent and Steward all information in her power in respect of any matter relating to the paupers which may be requisite to enable those officers to discharge their duties efficiently.

No. 10. Generally to observe and fulfil all lawful orders and directions of the Board of Management and the Asylum Committee suitable to her office.

DUTIES OF THE CLERK OF THE ASYLUM.

Article 75.*—The following shall be the duties of the Clerk of the Asylum:—

No. 1. To take charge of and preserve all books, documents, orders, and written instruments relating to the affairs of the Asylum which the Asylum Committee shall require him to

* This Article is rescinded so far as the Leavesden Asylum is considered (see p. 188). It therefore now (May, 1891) applies only to the Caterham Asylum. Where there is no Clerk these duties are (with the exception of No. 2, p. 166) performed by the Steward.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

take charge of; to peruse and conduct the correspondence relating to the Asylum and to the inmates thereof, on behalf of the Committee and the Medical Superintendent, and subject to the directions of the Committee; and to make all requisite entries in such books, documents, or other instruments for the purposes of the Asylum.

No. 2. To keep an account of all moneys received and spent on behalf of the Asylum, and prepare the requisite statement for the audit, and attend the Auditor therewith, in accordance with the Orders of the Poor Law Board or Local Government Board in that behalf in force for the time being.*

No. 3. To prepare estimates from time to time, quarterly or otherwise, according to the directions of the Board of Management, of the moneys, stores, and other supplies required for the Asylum, and submit the same to the Asylum Committee for their observations, and lay the same before the Board of Management with such observations, if any.

No. 4. To keep an "Admission and Discharge Book" in the form prescribed by any Order of the Poor Law Board or the Local Government Board in that behalf, in force for the time being.

No. 5. To keep the Register of the Religious Creed of the paupers in the Asylum, required to be kept by the Poor Law Amendment Act, 1868, in the Form (K) [p. 179] in the Schedule to this Order, and to allow the same to be inspected by every person entitled by law to inspect it, at any time of any day, except Sunday, between the hours of Ten before noon and Four after noon.

No. 6. To supply to the Board of Management and the Asylum Committee, the Local Government Board and their Inspectors, and the Commissioners in Lunacy, all such information in regard to the state of the Asylum and the inmates thereof as

* This duty is not performed by the Clerk of the Asylum, but by the Clerk to the Board.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued).

shall be within his knowledge or power when required to do so.

No. 7. In every case of the proposed discharge of a pauper from the Asylum, to proceed according to the directions of Article 12, and in any case where a pauper, after admission to the Asylum, becomes dangerous to himself or others, to proceed in accordance with the directions of Article 15.

No. 8. To transmit on every Monday to the Boards of Guardians of the several Unions and Parishes in the District a statement as to the pauper inmates of the Asylum, in the Form (L) [p. 180] in the Schedule to this Order.

No. 9. To give proper notice of the death of any pauper, to the Registrar of Births and Deaths of the District within which the Asylum is situate, to the Guardians of the Union or Parish to which the pauper was chargeable in the Asylum, and to the nearest known relative of the pauper.

No. 10. To give notice to the Asylum Committee of the violent death of any pauper, and if any inquest be held, to attend the same, and forthwith to report the verdict to the Committee, the Local Government Board, and the Commissioners in Lunacy.

No. 11. To enter the death of every pauper in the "Admission and Discharge Book" as soon as practicable after it has occurred.

No. 12. To take charge of the orders of admission of paupers, and to submit to the Asylum Committee at each of their meetings all such orders received since the previous meeting together with the "Admission and Discharge Book."

No. 13. To make out such Statistical and Financial Statements in reference to the Asylum as he may be directed to make out by any Order of the Poor Law Board or the Local Government Board in force for the time being, and to make and transmit copies thereof to the Board of Management, the

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

Local Government Board, the Commissioners in Lunacy, and the Clerk of the Peace of the County in which the Asylum is situated.

No. 14. In case of the dangerous illness of any pauper, to communicate, by post or otherwise, notice to the nearest known relative, and to keep a record of such communication.

No. 15. To make out, as and when required by the Asylum Committee, lists of the paupers in the different wards of the Asylum, and to suspend such lists in the Asylum, or deal with them in such other way as the Committee shall direct.

Amended,
see p. 183.

No. 16. To receive all such moneys as shall be entrusted to him from time to time by the Board of Management; to pay out of the same all such salaries, wages, and other charges, debts, and claims as he shall be directed by that Board to pay; and to keep an account of his payments in such form as may be prescribed by any Order of the Poor Law Board or the Local Government Board in force for the time being.

No. 17. Generally to observe and fulfil all lawful orders and directions of the Board of Management and the Asylum Committee suitable to his office.

DUTIES OF THE ATTENDANTS.

Article 76.—The following duties shall be performed by the Attendants in the Asylum:—

No. 1. To attend upon the paupers entrusted to their charge in their respective wards, to watch them closely, and preserve them from accident and injury, and to administer to them all medicines and medical and surgical applications, according to the directions of the Medical Superintendent.

No. 2. To inform the Matron and the Medical Superintendent, and

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

the Asylum Committee on their visit, of any defect in the arrangements of the wards to which such Attendants are respectively attached.

No. 3. To take care that the several wards are duly warmed and ventilated and otherwise kept in order, according to the directions of the Medical Superintendent.

No. 4. To keep order among the paupers, and to report to the Medical Superintendent or the Steward or Matron, any misconduct or act of insubordination committed by any pauper under their charge.

No. 5. To superintend the paupers when they work in the garden or field, or go out for exercise, or attend the service in the chapel.

No. 6. To report forthwith to the Medical Superintendent any sickness or injury which may occur to any pauper under their charge, not previously provided for.

No. 7. Generally to obey the directions of the Medical Superintendent, and of the Steward or Matron acting under the authority of the Medical Superintendent, with a view to securing the proper treatment of the paupers, and the maintenance of discipline in the Asylum.

DUTIES OF THE PORTER.*

Article 77. The following duties shall be performed by a Porter of the Asylum :—

No. 1. To keep the gates, and to prevent any person not being an officer of the Asylum or of the Board of Management, an Inspector of the Local Government Board, a Minister of religion, or any other person authorised by law, or by the Local Government Board or Board of Management, from entering into or going out of the Asylum without the written

* *i.e.* Gate Porter.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

leave of the Medical Superintendent, or of the Steward or Matron acting under his authority.

No. 2. To keep a book, to be supplied by the Board of Management, in which he shall enter the name of every officer, and the name and business of every other person, who shall go into or out of the Asylum, together with the time when such officer or other person shall go in or out.

No. 3. To receive, and give to the Medical Superintendent immediate notice of, every pauper who is presented for admission.

No. 4. To examine all parcels and goods, other than those addressed to any of the principal Officers, before they are received into the Asylum, and to prevent the admission of any articles contrary to any of the Regulations in force for the government of the Asylum, or otherwise contrary to law.

No. 5. To require any person entering the Asylum whom he may suspect of having possession of any prohibited articles to satisfy him to the contrary before he permits such person to enter, and in case of any female to give information to the Matron, in order, that, if necessary, such female may be searched.

No. 6. To examine all parcels taken out of the Asylum, by any persons not provided with a note in writing from the Medical Superintendent, or the Steward or Matron acting under his authority, and to prevent the unauthorised removal of any article.

No. 7.—To obey and act generally under the directions of the Medical Superintendent, or of the Steward or Matron acting under his authority, in accordance with and subject to the control and orders of the Board of Management or the Asylum Committee.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—
continued.*)

SCHEDULE.

FORM (A). [Article 3.] [p. 140.]

Admission Order.

_____ UNION [*or* PARISH]. Dated this _____ day of _____

To Dr. _____, Medical Superintendent of the Metropolitan
District Asylum at _____.

Admit the Person named and described as below, from the _____
Union [*or* Parish] in the said District.

Name.	Age.	Calling, if any, and Occupation for which suited.	Religious Persuasion.	Nearest known Relative.	
				Name.	Address.

Altered,
see p. 196.

_____ Clerk to the Board of Guardians.

GENERAL REGULATIONS—*continued.*

(*Order of the Local Government Board, dated 10th February, 1875—
continued.*)

FORM (B). [Article 3.] [p. 140.]

*Medical Certificate.**

I, the undersigned, do hereby certify that I have this day personally examined _____, a person chargeable to the _____ Union [*or* Parish of _____], and that the said _____ is in my opinion a chronic and harmless lunatic, idiot, or imbecile, such as may be lawfully retained in a Workhouse, and a fit person for admission into the Metropolitan District Asylum at _____; and that I have formed this opinion upon the following grounds, viz.—

1. Facts observed by myself. [*Here state the facts.*]

2. Facts (if any) communicated to me by others. [*Here state the information, and from whom obtained.*]

I hereby also certify that the said _____ is not at the present time to the best of my belief suffering from any contagious or infectious disease, and that in my judgment, after examination duly made for that purpose, the journey to the Asylum is not likely to prove detrimental to him either by reason of advanced age or in consequence of his being affected by disease of the heart, lungs, or other organ.

_____ Medical Officer of the _____ District
[*or* Workhouse] of the _____ Union [*or* Parish of _____].

Dated this _____ day of _____ 187 .

*For form of endorsement required on medical certificate for children for Darenth School, see p. 188.

GENERAL REGULATIONS—*continued.*

(*Order of the Local Government Board, dated 10th February, 1875—
continued.*)

FORM (C). [Article 3.] [p. 140.]

*Report to Guardians to be signed by the Chairman, Vice-Chairman,
or a Member of the Visiting Committee of the Board of
Guardians of the Union or Parish from which a Pauper is to
be sent to an Asylum.*

I, the undersigned, being _____ of the _____
Union [or Parish], having on the _____ day of _____ 187
personally seen _____, a pauper residing in the said
Union [or Parish], proposed to be sent to the Metropolitan District
Asylum for Imbeciles at _____, do hereby declare that I
am satisfied that the said _____ is a proper person to
be sent to that Asylum.

Signature _____

Date _____

GENERAL REGULATIONS—continued.

*(Order of the Local Government Board, dated 10th February, 1875—
continued.)*

FORM (D). [Article 7.] [pp. 142 and 158.]

*Report of Medical Superintendent, after examination of Pauper
on admission.*

METROPOLITAN DISTRICT ASYLUM

AT _____

The following Report is transmitted to the Guardians of the
_____ Union [*or Parish*] after examination by me
this _____ day of _____, a pauper admitted into the
above Asylum chargeable to that Union [*or Parish*].

Date of Admission.	Observations as to the state of cleanliness of the Pauper on Admission.	If any bruises or marks of violence appear on the Pauper insert particulars. If not, state "None."

Signature _____ Medical Superintendent.

Date _____

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—contd.)
FORM (E). [Article 17.] [pp. 144 and 163.] *Dietary Table.*

PAUPERS Above 16 years of age.	BREAKFAST.			DINNER.									SUPPER.				
	Bread.	Butter.	Tea or Cocon.	Pie (containing 4 ozs. of Meat).	Meat (cooked and free from bone.)	Fish, cooked, and free from heads, with 2 ozs. of melted butter.	Soup.	Irish Stew.	Potatoes or Rice.	Bread.	Beer.	Bread.	Butter.	Cheese.	Beer.	Tea.	
	oz.	oz.	pt.	oz.	oz.	oz.	pt.	pt.	oz.	oz.	pt.	oz.	oz.	oz.	pt.	pt.	
SUNDAY, Men	6	$\frac{1}{2}$	1	.	5	.	.	.	10	4	$\frac{1}{2}$	6	$\frac{1}{2}$.	.	1	
" Women	5	$\frac{1}{2}$	1	.	4	.	.	.	9	4	$\frac{1}{2}$	6	$\frac{1}{2}$	2	$\frac{1}{2}$.	
MONDAY, Men	6	$\frac{1}{2}$	1	13	9	.	$\frac{1}{2}$	5	$\frac{1}{2}$.	.	1	
" Women	5	$\frac{1}{2}$	1	13	9	.	$\frac{1}{2}$	5	$\frac{1}{2}$.	.	1	
TUESDAY, Men	6	$\frac{1}{2}$	1	.	5	.	.	.	10	4	$\frac{1}{2}$	6	$\frac{1}{2}$.	.	1	
" Women	5	$\frac{1}{2}$	1	.	4	.	.	.	9	4	$\frac{1}{2}$	5	$\frac{1}{2}$	2	$\frac{1}{2}$.	
WEDNESDAY, Men	6	$\frac{1}{2}$	1	.	.	10	.	.	10	4	$\frac{1}{2}$	6	$\frac{1}{2}$.	.	1	
" Women	5	$\frac{1}{2}$	1	1	9	4	$\frac{1}{2}$	5	$\frac{1}{2}$	2	$\frac{1}{2}$.	
THURSDAY, Men	6	$\frac{1}{2}$	1	.	5	.	.	.	10	4	$\frac{1}{2}$	6	$\frac{1}{2}$.	.	1	
" Women	5	$\frac{1}{2}$	1	.	4	.	.	.	9	4	$\frac{1}{2}$	5	$\frac{1}{2}$	2	$\frac{1}{2}$.	
FRIDAY, Men	6	$\frac{1}{2}$	1	.	5	.	.	.	10	4	$\frac{1}{2}$	6	$\frac{1}{2}$.	.	1	
" Women	5	$\frac{1}{2}$	1	.	4	.	.	.	9	4	$\frac{1}{2}$	5	$\frac{1}{2}$	2	$\frac{1}{2}$.	
SATURDAY, Men	6	$\frac{1}{2}$	1	1	.	4	$\frac{1}{2}$	6	$\frac{1}{2}$.	.	1	
" Women	5	$\frac{1}{2}$	1	1	.	4	$\frac{1}{2}$	5	$\frac{1}{2}$	2	$\frac{1}{2}$.	

The Board of Management or the Asylum Committee may allow to each female pauper an additional ounce of cooked meat at dinner on Sunday, Tuesday, Thursday, and Friday, in lieu of the half-ounce of butter prescribed for breakfast on those days.

To male and female paupers laboriously employed may be given an allowance of bread and cheese and half-a-pint of beer at 11 a.m., and half-a-pint of beer at 4 p.m.

The Irish Stew is to be made with 3 oz. of meat and the liquor from the meat of the previous day, 12 oz. of potatoes and other vegetables, and 4 oz. of dumpling for males and 3 oz. for females.

The Soup is to be made with 4 oz. of meat and the liquor from the meat of the previous day. Peas, Rice, Scotch Barley, Herbs, &c.

In lieu of Potatoes, other vegetables of an equal nutritive value may be given.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—
continued.)

FORM (G). [Article 71, No. 7.] [p. 159.]

Case Book.

METROPOLITAN DISTRICT ASYLUM

AT _____ Medical Superintendent.

Name of Patient _____

Union or Parish chargeable _____

Residence _____

Age _____

Date of Admission _____ Date of discharge or death _____

* Date.	Diet.	Extras.	History of the Case.

* NOTE.—The date to be inserted whenever the Diet is changed, or whenever any Extra is ordered or discontinued.

This book should be constructed in a sufficiently portable form to be carried into the Wards.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—
continued.)

FORM (H). [Article 71, No. 9.] [p. 159.]

Table of Diets for the Sick.

METROPOLITAN DISTRICT ASYLUM.

AT _____ ADULTS.

Articles.	Full Diet.	Ordinary Diet.	Low Diet.
Breakfast ... (articles) ... (quantities.)	(quantities.)	(quantities.)	(quantities.)
Dinner ... (articles) ... (quantities.)	(quantities.)	(quantities.)	(quantities.)
Tea or Supper ... (articles) ... (quantities.)	(quantities.)	(quantities.)	(quantities.)
CHILDREN.			
Articles.	Ordinary Diet.	Low Diet.	
Breakfast ... (articles) ...	(quantities.)	(quantities.)	
Dinner ... (articles) ...	(quantities.)	(quantities.)	
Tea or Supper (articles) ...	(quantities)	(quantities.)	
Extras as ordered by the Medical Superintendent.			
QUANTITIES PER DIEM allowed to each Pauper according to the above Table.			
ADULTS.			
Articles.	Full Diet.	Ordinary Diet.	Low Diet.
	(quantities.)	(quantities.)	(quantities.)
CHILDREN.			
Articles.	Ordinary Diet.	Low Diet.	
	(quantities.)	(quantities.)	

Medical Superintendent.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

FORM (I). [Article 71, No. 12.] [p. 160.]

Register of Deaths.

METROPOLITAN DISTRICT ASYLUM

AT _____.

_____ *Medical Superintendent.*

Date of Death.	Name.	Age.	Cause of Death.	From what Union or Parish admitted.

[FORM (K). [Article 75, No. 5.] [p. 166.]

Register of Religious Creed.

METROPOLITAN DISTRICT ASYLUM,

AT _____

_____ *Clerk of the Asylum.**

Name.		Date of Admission.	From what Union or Parish admitted.	Religious Creed.	Date of Discharge or Death.
Christian Name.	Surname.				

* For *Clerk of the Asylum* read *Steward* in the case of the Leavesden Asylum (see p. 194.)

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875
—continued.)

FORM (L). [Article 75, No 8.] [p. 167.]

METROPOLITAN DISTRICT ASYLUM FOR IMBECILES

AT

Weekly Statement as to Inmates.

Monday.

day of

18

SIR, I forward for the information of the Guardians the following Report, made up to Saturday Evening last, with reference to the Paupers in the above-named Asylum chargeable to the Union [or Parish].

Number remaining according to last Report.		Number during the week.				Number remaining in the Asylum.		Names of those who have died or been discharged during the week.	
Males.	Females.	Admitted.		Died or Discharged.		Males.	Females.	Died.	Discharged.
		Males.	Females.	Males.	Females.				

To the Clerk to the Guardians of the

Union [or Parish].

I am SIR, Your obedient Servant,

Clerk of the Asylum.*

* For Clerk of the Asylum read Steward in the case of the Leavesden Asylum, see p. 194.

(2.)

OFFICERS

(*Order of the Local Government Board, dated 22nd June, 1875.*)

Article 1.*—So much of Article 73, No. 11 [p. 163] of the said Order as renders the Steward subject to the control of the Medical Superintendent and liable to report to him, shall not, so far as regards officers, servants, or other persons not immediately connected with the care or custody of paupers, apply to any person now holding the office of Steward, unless the Board of Management otherwise direct.

Article 2.—The words “any Principal Officer or Subordinate Officer” shall be substituted in lieu of the words “any person” in Article 33 of the said Order [p. 148].

Article 3.—The Medical Superintendent shall attend any officer or other person appointed or employed at the Asylum, whenever he shall be required by the Board of Management or the Asylum Committee to do so, with the consent of such Officer or other person.

Article 4.—The words quoted below shall be omitted in Articles 29 and 30 of the said Order; namely,

In Article 29 [p. 147]:—

“With such Assistants to the Medical Superintendent as the Board
“of Management shall from time to time deem necessary and the
“Local Government Board shall assent to.”

And in Article 30 [p. 147]:—

“Excepting the Medical Superintendent.”

Article 5.—So much of Articles 30 [p. 148] and 48 [p. 152] as is hereinafter quoted shall be rescinded; namely,—

“And subject also to the approval of the Local Government Board
“as regards the scale of salaries to be paid, and the total number
“of persons to be appointed or employed.”

And the following shall be substituted in each Article for the portion so rescinded; namely,—

“And subject also to the approval by the Local Government Board
“of the Report to be made to them from time to time under
“Article 40 of the salaries paid, and the number of persons
“appointed or employed.”

* This Article is not now operative, as all present Stewards of Asylums (May, 1891) have been appointed since 1875.

† Rescinded so far as Article 48 is concerned (see p. 183).

(3.)

ATTENDANTS.

(Order of the Local Government Board, dated 22nd December, 1876.)

We, the Local Government Board, in pursuance of the powers given in the several Statutes in that behalf, hereby Order that Article 33 [p. 148] of the above-recited Order dated the Tenth day of February, One thousand eight hundred and seventy-five, shall not apply to the appointment of Attendants at the said Asylums.

(4.)

GRATUITIES TO SUBORDINATE OFFICERS.

(Order of the Local Government Board, dated 22nd April, 1887.)

The said Board of Management may, with our approval, pay to any such subordinate officer, servant, or other person, a reasonable compensation on account of extraordinary services, or other unforeseen circumstances connected with his duties, or with the necessities of any such Asylums.

(5.)

CLOTHING OF PATIENTS.

(Order of the Local Government Board, dated 12th August, 1887.)

So far as regards the Asylum for Children at Darenth, the following Article shall be substituted for Article 6 of the above-cited Order [dated 10th February, 1875, p. 141], namely:—

Article 6.—Before being removed from the receiving ward the child shall be thoroughly cleansed and clothed in a suitable dress, and the clothes which he wore at the time of his admission shall be returned to the Guardians of the Union or Parish, or to the Managers of the District School, from which the child may have been sent. Provided that when the clothes do not belong to the Guardians or the Managers, they shall be sent to the parents of the child, or to his nearest relatives.

* See footnote †, p. 11, and Appendix C, p. 318.

(6.)

*PAYMENTS BY THE CLERK OF THE ASYLUM.**

(*Order of the Local Government Board, dated 30th December, 1887.*)

The following clause shall be substituted for the Clause No. 16, in Article 75, of the said Order [dated 10th February, 1875, p. 168], viz.:—

No. 16.—To receive all such moneys as shall be entrusted to him from time to time by the Board of Management, to pay out of the same the salaries and wages of the subordinate officers and servants of the Asylum, and other persons employed therein as they become due, and such other charges, debts, and claims as he may be directed by the Board of Management to pay, and to keep an account of his payments in such form as may be prescribed by any Order of the Poor Law Board, or the Local Government Board, in force for the time being.

(7.)

APPOINTMENT, &c., OF OFFICERS.†

(*Order of the Local Government Board dated 23rd March, 1888.*)

Article 1.—Articles 46, 47, 49, 50, 52, and 60 [pp. 151–155] of each of the first above-cited Orders [each dated 10th February, 1875], and Article 48 [p. 151] of each of those Orders as altered by the last above-cited Orders [each dated 22nd June, 1875, p. 181], are hereby rescinded; provided that any appointment already made or other act already done under those Articles shall not be thereby affected.

Article 2.—The following Articles shall be substituted for those rescinded by Article 1. of this Order, and each of the first above-cited Orders, and any Order in which either of such Orders is referred to, shall be read as if the said Articles had originally formed part of each of the said first above-cited Orders:—

Section XII.

Article 46.—Whenever the Board of Management shall deem

* This Order was intended to legalise the payment of good-conduct money.

† This Order applies to Hospitals as well as Asylums, and is repeated on pp. 237–240.

APPOINTMENT, &c., OF OFFICERS—continued.

(Order of the Local Government Board, dated 23rd March, 1888—continued.)

it desirable the following Articles, 47, 48, 49, and 50 shall come into force, and shall remain in force until they shall otherwise determine.*

Articles 47.—With regard to the appointment of any Principal Officer, the Asylum Committee may select a person to fill the appointment, and shall report such selection to the Board of Management, who may, if they approve of such selection, appoint the person so selected to fill the office on probation, for a period not exceeding three calendar months, and may assign to the person so appointed such salary or remuneration for the period of probation as they may deem expedient, not exceeding the amount previously approved by the Local Government Board, and the salary so assigned shall be paid by the Board of Management for the period of actual service: Provided that every such appointment shall, as soon as it has been made, be reported by the Board of Management to the Local Government Board.

In case the Board of Management do not approve the selection made by the Asylum Committee, such Committee may select another person for the approval of the Board of Management, or the Board of Management may themselves make the selection and appoint on probation.

Article 48.—At the expiration of the period of probation of every Principal Officer appointed by the Board of Management, a report on the appointment and on the salary or remuneration assigned, shall be made by the Committee to the Board of Management, who, having regard to the fitness of the person appointed and to all the circumstances of the case, shall, by a vote of a majority of the Managers present at a meeting at which the question is decided, either confirm or revoke the appointment, and shall, if they confirm it, fix the future salary or remuneration to be paid, subject to the provisions of Articles 29, 30, and 35 [pp. 147–149].

* See footnote, p. 238.

APPOINTMENT, &c., OF OFFICERS—continued.

(Order of the Local Government Board, dated 23rd March, 1888—continued.)

Provided that if the Asylum Committee find that, on the ground of unfitness or otherwise, it is undesirable to retain the services of any person appointed by the Board of Management on probation, the Committee may report to that Board the grounds upon which the Committee consider it undesirable to retain the services of such person. The Board of Management may, upon such report, or without waiting for such report if they consider it undesirable to retain the services of the person appointed on probation, dispense with the services of such person before the termination of the period of probation, and another person may be appointed in his stead.

Article 49.—The Asylum Committee may appoint such subordinate officers, servants, or other persons as they may deem it necessary to employ in or about the Asylum or the Asylum premises, or on the land attached thereto, upon such terms and conditions and with such duties as shall have been fixed by the Board of Management with regard to the particular office or employment, subject to the provisions of Articles 76 and 77 [pp. 168-9], with regard to the duties of the officers named therein, and subject also to the approval by the Local Government Board of the report to be made to them from time to time under Article 40 [p. 150] of the salaries paid, and the number of persons appointed or employed.

The salary or remuneration so assigned by the Committee shall be paid in each case for the period of actual service.

As regards any subordinate officer appointed by them, the Asylum Committee shall have the like powers of suspension, dismissal, and appointment of a substitute as are given to the Board of Management by the above-cited Orders.

Article 50.—The following regulations shall be applicable to appointments made by the Asylum Committee, and also to selections of persons by the Committee for appointment by the

APPOINTMENT, &c., OF OFFICERS—continued.

(Order of the Local Government Board, dated 23rd March, 1888—continued.)

Board of Management, and to appointments made by the Board of Management; namely :—

So much of Article 32 [p. 148] as relates to voting on appointment; Article 33 [p. 148]; Article 34 [p. 148]; and Article 57 [p. 155].

Article 52.—Every Principal Officer whose appointment is made or confirmed by the Board of Management shall, subject to the provisions of Articles 47 and 48 [p. 184], continue to hold office until he shall die, or resign, or be dismissed by the Board of Management with the assent of the Local Government Board, or be removed by the Local Government Board, or be proved to be insane by evidence which the Local Government Board shall deem sufficient, or until the Local Government Board shall consider it desirable that his duties should cease or should be modified, in which case his continuance in office may be terminated at the expiration of a notice of three calendar months, to be given by the Board of Management or by the Local Government Board.

Article 60.—Whenever any vacancy occurs in the office of a Principal Officer, the Board of Management shall, as soon as conveniently may be, cause notice thereof to be given to the Local Government Board, and proceed to make a new appointment to the office so vacant, in the manner prescribed by this Order, unless the provisions of Articles 47, 48, and 50 [pp. 184–5] shall be in force.

(8.)

MATRON OF PAVILIONS (DARENTH).

(Order of the Local Government Board, dated 15th May, 1888.)

Rescinded,
see p. 194.

We hereby empower the said Board of Management to appoint, from time to time, as may be requisite, a Matron for “The Pavilions” aforesaid to perform, with regard to those buildings, the duties of a Matron as prescribed by the above-cited Order [dated 10th February, 1875, p. 164] to the exclusion, as regards

MATRON OF PAVILIONS (DARENTH)—continued.

(*Order of the Local Government Board, dated 15th May, 1888—continued.*)

those buildings, of any other person for the time being appointed to the office of Matron of the said Asylum for Adult Imbeciles.

Rescinded,
see p. 194.

And We hereby Order that the Matron to be appointed under this Order shall be a "Principal Officer," and all the provisions of the above-cited Order, as amended by any subsequent Order applicable to the office of Matron, except so far as we may assent to any departure therefrom, shall apply to the said Pavilions as if the same were a separate Asylum, and to the Matron to be appointed under this Order in all respects as if she were appointed under the above-cited Order, and that the Matron of the Asylum shall not have any powers or duties with regard to the said Pavilions.

(9.)

ADMISSION OF IMBECILE CHILDREN.

(*Order of the Local Government Board, dated 5th May, 1890.*)

In pursuance of the powers given to us by the statutes in that behalf, we hereby order that, so far as regards the Asylum for Children at Darenth, the following Article shall be substituted for Article 4 [p. 141] of the above-cited Order [dated 10th February, 1875], namely :—

Article 4.—No pauper child shall be admitted into an Asylum for Children under any Order of Admission unless the same bear date not more than fourteen days before the child, or some one acting on his behalf and in his company, presents it at the Asylum, nor unless either—

- (1.) The certificate* of a Medical Officer, required by Article 3 [p. 140] to accompany the Order of Admission, shall have been signed on the day of the removal of the child to the Asylum, or on the day immediately preceding ; or
- (2.) The Medical Officer (either of the Workhouse or District, as the case may be) of the Union or Parish to which the

* Not required in certain cases (see p. 195).

ADMISSION OF IMBECILE CHILDREN—continued.

(*Order of the Local Government Board, dated 5th May, 1890—continued.*)

child is chargeable shall have examined the child on the day of the removal of the child to the Asylum, or on the day immediately preceding, and signed a certificate* endorsed on the said certificate required by Article 3 [pp. 140 and 172] in the following form, which certificate the Medical Officer is hereby required to give upon the request of the Guardians or of a Relieving Officer in every case in which, after due examination, he may find that such certificate may properly be given:—

I do hereby certify that I have this day personally examined the child named in the certificate on the other side hereof, and that such child is not at the present time, to the best of my belief, suffering from any contagious or infectious disease, and that in my judgment the journey to the Asylum is not likely to prove detrimental to such child.

_____ Medical Officer of the _____ District
[or Workhouse] of the _____ Union
[or Parish of _____.]

Dated this _____ day of _____ 189 .

(10.)

DUTIES OF STEWARD (LEAVESDEN ASYLUM).

(*Order of the Local Government Board, dated 9th June, 1890.*)

Article 1.—The said Articles 73 [p. 162] and 75 [p. 165] of the said Order dated the Tenth day of February, one thousand eight hundred and seventy-five, together with so much of the said Order as refers to the appointment of a Clerk to the Asylum, are hereby rescinded.

* Not required in certain cases, (see p. 195).

DUTIES OF STEWARD (LEAVESDEN ASYLUM)—
continued.

(*Order of the Local Government Board, dated 9th June, 1890—*
continued.)

Article 2.—The following shall be the duties of the person for the time being holding the office of Steward at the said Asylum, namely :—

- No. 1. To keep all books or accounts which he is or may be by any Order of the Poor Law Board or the Local Government Board directed to keep ; to allow the same to be constantly open to the inspection of the Clerk to the Board of Management, and of any Member of the Board ; and to submit the same to the Board of Management or the Asylum Committee whenever required by them to do so.
- No. 2. To keep a book, in which he shall enter all his written reports to the Asylum Committee, and to lay the same before them at every meeting.
- No. 3. To submit to the Asylum Committee at every meeting an estimate of such articles as are required for use in the Asylum, and to receive and execute the directions of the Committee in relation thereto or upon any other estimates.
- No. 4. To prepare estimates from time to time, quarterly or otherwise, according to the directions of the Board of Management, of the moneys, stores, and other supplies required for the Asylum, and submit the same to the Asylum Committee for their observations, and lay the same before the Board of Management with such observations, if any.
- No. 5. To receive all provisions and other articles purchased or procured for the use of the Asylum, and, before placing them in store, to examine and compare them with the bills of parcels or invoices severally relating thereto ; and after having proved the accuracy of such bills or invoices, to authenticate the same with his signature, and lay them before the Asylum Committee.

DUTIES OF STEWARD (LEAVESDEN ASYLUM)—
continued.

(Order of the Local Government Board, dated 9th June, 1890—
continued.)

- No. 6. To receive and take charge of all provisions, clothing, linen, and other articles (medicines and medical and surgical appliances excepted) belonging to the Asylum, or confided to his care by the Board of Management, and to issue the same to the Matron or other officers, or to the servants, as may be required.
- No. 7. To cause the male paupers, upon their admission, to be cleansed, and placed in their proper Wards, subject to any special directions which may be given by the Medical Superintendent.*
- No. 8. To keep an "Admission and Discharge Book" in the form prescribed by any Order of the Poor Law Board or the Local Government Board in that behalf in force for the time being.
- No. 9. To keep the Register of the Religious Creed of the paupers in the Asylum, required to be kept by the Poor Law Amendment Act, 1868, in the Form (K.) [p. 179] in the Schedule to the Order of the Local Government Board dated the 10th day of February, 1875, numbered 704, and to allow the same to be inspected by every person entitled by law to inspect it, at any time of any day, except Sunday, between the hours of ten before noon and four after noon.
- No. 10. To take charge of the orders of admission of paupers, and to submit to the Asylum Committee at each of their meetings all such orders received since the previous meeting, together with the "Admission and Discharge Book."
- No. 11. To superintend the various domestic departments, including the kitchen, and to take the general control of the labour of all the male paupers who may be considered by the Medical Superintendent to be fit for out-door or domestic occupations, other than those employed in the Wards; and,

* See footnote*, p. 163.

DUTIES OF STEWARD (LEAVESDEN ASYLUM)—
continued.

(Order of the Local Government Board, dated 9th June, 1890—
continued.)

so far as the Asylum Committee may direct, to see that the meals are duly provided, cooked, dressed, and served.

No. 12. To superintend the management of all the grounds, gardens, farm, and live stock connected with the Asylum, and to keep accounts of the same, showing the produce thereof, and its appropriation.

No. 13. To cause two or more copies of the Dietary Table, Form (E.) [p. 175-6], in the Schedule to the Order of the Local Government Board dated the 10th day of February, 1875, and numbered 704, legibly written, or printed in large type, to be hung up in the most public places of the Asylum, and renewed from time to time, so that such copies may be always kept fair and legible.

No. 14. In case of the dangerous illness of any pauper, to communicate, by post or otherwise, notice to the nearest known relative of such pauper, and to keep a record of such communication.

No. 15. On the death of any pauper in the Asylum, to provide for the interment of the body.

No. 16. To give proper notice of the death of any pauper to the Registrar of Births and Deaths of the District within which the Asylum is situate, to the Guardians of the Union or Parish to which the pauper was chargeable in the Asylum, and to the nearest known relative of the pauper.

No. 17. To enter the death of every pauper in the "Admission and Discharge Book" as soon as practicable after it has occurred.

No. 18. To give notice to the Asylum Committee of the violent death of any pauper, and if any inquest be held, to attend the same, and forthwith to report the verdict of the jury to the

DUTIES OF STEWARD (LEAVESDEN ASYLUM)—
continued.

(Order of the Local Government Board, dated 9th June, 1890—
continued.)

Committee, the Local Government Board, and the Commissioners in Lunacy.

No. 19. To enforce, subject to the control of the Medical Superintendent,* order, punctuality, cleanliness, and the due observance of all regulations for the government of the Asylum, by the pauper inmates, and the subordinate officers, servants, and other persons employed therein, and to report to the Medical Superintendent and the Asylum Committee any negligence or other misconduct on the part of the male officers, servants, or other persons; provided, nevertheless, that the Board of Management, with the consent of the Local Government Board, may at any time empower the Steward to act in accordance with this Article, without being subject to the control of the Medical Superintendent, and without being bound to report to him, as regards officers, servants, or other persons not immediately connected with the care or custody of paupers.

No. 20. To take charge of and preserve all books, documents, orders, and written instruments relating to the affairs of the Asylum which the Asylum Committee shall require him to take charge of; to peruse and conduct the correspondence relating to the Asylum and to the inmates thereof, on behalf of the Committee and the Medical Superintendent, and subject to the directions of the Committee; and to make all requisite entries in such books, documents, or other instruments for the purposes of the Asylum.

No. 21. To supply to the Board of Management and the Asylum Committee, the Local Government Board and their Inspectors, and the Commissioners in Lunacy, all such information in regard to the state of the Asylum and the

* See Appendix B, 318.

DUTIES OF STEWARD (LEAVESDEN ASYLUM)—
continued.

(Order of the Local Government Board, dated 9th June, 1890—
continued.)

inmates thereof as shall be within his knowledge or power, when required to do so.

No. 22. In every case of the proposed discharge of a pauper from the Asylum to proceed according to the directions of Art. 12 [p. 143], as altered by this Order; and in any case where a pauper, after admission to the Asylum, becomes dangerous to himself or others, to proceed in accordance with the directions of Art. 15 [p. 144], as altered by this Order.

No. 23. To transmit on every Monday to the Boards of Guardians of the several Unions and Parishes in the District a statement as to the pauper inmates of the Asylum in the Form (L.) [p. 180], in the Schedule to the Order of the Local Government Board dated the 10th of February, 1875, numbered 704.

No. 24. To make out such Statistical and Financial Statements in reference to the Asylum as he may be directed to make out by any Order of the Poor Law Board or the Local Government Board in force for the time being, and to make and transmit copies thereof to the Board of Management, the Local Government Board, the Commissioners in Lunacy, and the Clerk of the Peace of the County in which the Asylum is situated.

No. 25. To make out, as and when required by the Asylum Committee, lists of the paupers in the different Wards of the Asylum, and to suspend such lists in the Asylum, or deal with them in such other way as the Committee shall direct.

No. 26. To receive all such moneys as shall be entrusted to him from time to time by the Board of Management, to pay out of the same the salaries and wages of the subordinate officers and servants of the Asylum and other persons employed

DUTIES OF STEWARD (LEAVESDEN ASYLUM)—
continued.

(Order of the Local Government Board, dated 9th June, 1890—
continued.)

therein as they become due, and such other charges, debts, and claims as he may be directed by that Board to pay, and to keep an account of his payments in such form as may be prescribed by any Order of the Poor Law Board or the Local Government Board in force for the time being.

No. 27. Generally to observe and fulfil all lawful orders and directions of the Board of Management and the Asylum Committee suitable to his office.

Article 3.—In Articles 12 [p. 143] and 15 [p. 144] of the above-cited Order, and in Forms (K.) [p. 179] and (L.) [p. 180] in the Schedule thereof, the word “Steward” shall be substituted for the words “Clerk of the Asylum,” and so much of the provisions of Articles 43 [p. 150] and 71 (12) [p. 160] as refers to the Clerk of the Asylum is hereby rescinded.

(11.)

ADMINISTRATION OF PAVILIONS (DARENTH).

(Order of the Local Government Board, dated 12th June, 1890.)

In pursuance of the powers given to Us by the Statutes in that behalf, We hereby rescind the said Order dated the 15th day of May, 1888 [p. 186].

And We hereby further Order and Direct that the said Buildings known as “The Pavilions” shall, for all purposes of administration and of accounts, be deemed to be part of the Schools for Imbecile Children provided by the Board of Management of the Metropolitan Asylum District at the Asylums situated at Darenth.

(12.)

ADMISSION ORDER.

(*Order of the Local Government Board, dated 30th January, 1891.*)

And whereas by Section 25 of the Lunacy Act, 1890, provision is made with regard to the discharge of any pauper lunatic from an Institution for Lunatics, and subject as therein mentioned, to the reception and detention of any such pauper lunatic in a Workhouse ;

And whereas the several Asylums provided by the said Board of Management are Workhouses within the meaning of the said Lunacy Act, 1890 ;

And whereas it is expedient that further provision should be made as herein-after mentioned with regard to the admission of poor persons to the said Asylums :

Now therefore, in pursuance of the powers given to Us by the Statutes in that behalf, We hereby order and direct that the above-cited Order shall be altered as follows, namely :—

The form of Admission Order set forth in the Schedule to this Order shall be substituted for the Form (A) [p. 171] set forth in the Schedule to the said Order dated 10th February, 1875.

And We hereby further order and direct that, in the case of any pauper lunatic who is discharged from an Institution for Lunatics under the provisions of Section 25 of the Lunacy Act, 1890, and without being taken to any other Workhouse is sent to an Asylum provided by the said Board of Management for the reception of insane persons, with an order of admission accompanied by a certificate signed by the Medical Officer of the Institution from which the lunatic has been discharged, to the effect that such Medical Officer is of opinion that the lunatic has not recovered, and is a proper person to be kept in a Workhouse as a lunatic, it shall not be necessary that the order for admission shall be accompanied by the certificate [p. 140] of the Medical Officer and the Report [p. 140] mentioned in the said Order, dated 10th February, 1875, nor that the Medical Officer shall examine the pauper, if a child, and give the certificate required by our Order dated 5th May, 1890 [pp. 187, 188].

ORDERS

OF

THE LOCAL GOVERNMENT BOARD.

PART III.

ORDERS RELATING TO HOSPITALS.†

(1.)

GENERAL REGULATIONS.

(Order of the Local Government Board, dated 10th February, 1875.)

Whereas the Poor Law Board, by two Orders* under their Seal, dated the Twenty-third day of December, One thousand eight hundred and seventy, taken in connection with another Order of the said Board dated the Eighteenth day of June, One thousand eight hundred and sixty-seven [p. 4], prescribed certain Rules and Regulations to be observed by the Board of Management of the Metropolitan Asylum District in regard to the government of the Asylums provided by the said Board of Management, situated at Homerton, in the Parish of Hackney, in the County of Middlesex, and at Stockwell, in the County of Surrey, for the reception of poor persons infected with or suffering from Fever or Smallpox, and also in regard to the appointment and duties of the officers of such Asylums, and the admission and treatment of poor persons therein;

And whereas by an Order dated the Seventeenth day of June, One thousand eight hundred and seventy-one [p. 88], the Poor Law Board prescribed further Rules and Regulations with regard to officers of the said Asylums, and also ordered that the provisions of

* These Orders (being now entirely rescinded, and the provisions thereof for the most part re-enacted in the present Order) are not printed in this Volume.

† See Preface, last paragraph but one.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February. 1875—continued.)

the two first above-recited Orders, and of that Order, as well as the provisions of an Order of the Poor Law Board dated the Twenty-eighth day of November, One thousand eight hundred and seventy [p. 24] in regard to Accounts, should, as far as they were applicable, apply to the officers or other persons appointed for temporary Asylums provided by the said Board of Management for poor persons infected with or suffering from Fever or Smallpox ;

And whereas it is expedient that the said Rules and Regulations should be rescinded as hereinafter mentioned, and others issued in their stead :

Now therefore, We, the Local Government Board, in pursuance of the powers given by the Statutes in that behalf, hereby rescind the under-mentioned Orders to the extent hereinafter specified ; provided that any appointment made or other act done under those Orders shall not be thereby affected :—

The whole of the two Orders above recited, dated the Twenty-third day of December, One thousand eight hundred and seventy*

The under-mentioned Articles in the above-recited Order dated the Eighteenth day of June, One thousand eight hundred and sixty-seven ; namely, Articles 27, 31, 32, 33, 34, 39, 40, 41, 42, 43, 44, 46, 47, 48, 53, and 56 [pp. 10–18], so far as they apply to Officers of Asylums provided or appropriated by the said Board of Management for the reception of poor persons infected with or suffering from Fever or Smallpox :

The Sections numbered One, Two, Three, and Five [pp. 88–93], in the above-recited Order dated the Seventeenth day of June, One thousand eight hundred and seventy-one, so far as they apply to the Asylums last mentioned, and the Section numbered Four [p. 92] in the same Order, so far as it applies to temporary Asylums provided or appropriated for the same classes of persons.

And We hereby Order that the following Rules and Regulations shall henceforth be observed in regard to each of the said Asylums,

* See footnote * p. 197.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

and all other Asylums provided or appropriated, either permanently or temporarily, for the same classes of persons.

SECTION I.—EXPLANATION OF TERMS.

Article 1.—In this Order all words importing the masculine gender shall be deemed and taken to include females, and the singular to include the plural and the plural the singular, unless the contrary as to gender or number is expressly provided.

The term “Steward” in this Order shall be deemed to apply to and include the person now holding the office of House Superintendent at the Asylum.

SECTION II.—ADMISSION.

Article 2.—The paupers to be admitted into any Asylum provided or appropriated for Fever Patients shall be such only as are infected with or suffering from Fever, and the paupers to be admitted into any Asylum provided or appropriated for Smallpox Patients shall be such only as are infected with or suffering from Smallpox.*

[Provided that, &c., see p. 234.]

Article 3.—Every pauper, whether upon his first or any subsequent admission into an Asylum, shall, subject to the provisions of Article 4, be admitted upon an order, filled up and signed by a Relieving Officer or a Master of a Workhouse of the Union or Parish from which he is sent to the Asylum, according to the Form (A) [p. 227], in the Schedule to this Order.

The Order of Admission shall be accompanied by a certificate in the Form (B) [p. 227] in the Schedule to this Order, signed by the Medical Officer (either of the Workhouse or District, as the case may be) of the Union or Parish to which the pauper is chargeable; which certificate such Medical Officer is hereby required to give, upon the request of the Master of the Workhouse or of the Relieving Officer, in every case in which after due examination he may find that the pauper is a fit person for admission to the Asylum.

Rescinded
and new
Order
substituted,
see p. 236.

* Diphtheria patients to be also admitted (see p. 241).

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

Article 4.—If any person present himself at an Asylum without the order and certificate required by Article 3, and the Medical Superintendent be satisfied that the person is suffering from Fever or Smallpox, and is in such a condition that a refusal to admit him without such order and certificate might be attended with dangerous results, the Medical Superintendent may admit such person, and the Steward shall thereupon give notice in writing of such admission, accompanied by a written statement of the circumstances of the case, to the Guardians of the Union or Parish in which the person last passed the night, if such Union or Parish be included in the Metropolis, or if it be not included in the Metropolis, then to the Guardians of the Union or Parish in which the Asylum is locally situated.

Article 5.—Any person admitted into an Asylum under Article 4, shall be treated as sent from the Union or Parish in which he last passed the night, if such Union or Parish be included in the Metropolis, or if it be not included in the Metropolis, then from the Union or Parish in which the Asylum is locally situated; and every such person shall be subject in all respects to the Regulations of the Asylum as if he had been in the first place admitted with the usual order.

Article 6.—No pauper shall be admitted under any order if the same bear date more than two days before the pauper, or some one acting on his behalf and in his company, presents it at the Asylum.

Article 7.—Immediately on admission, the pauper shall be placed in the ward appropriated to the reception of paupers, and shall, as soon as possible, be examined by the Medical Superintendent of the Asylum.

Article 8.—After examining the pauper, the Medical Superintendent shall give whatever directions he may deem proper as to the cleansing and clothing of the pauper, and shall specify the particular part of the Asylum to which he is to be removed; and such directions shall be promptly and strictly carried into effect.

Article 9.—The clothes worn by the pauper at the time of his

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

admission shall be forthwith disinfected or otherwise dealt with as may be directed by the Medical Superintendent, who, where the clothes are destroyed, shall keep a record of the fact.

Article 10.—Every pauper, upon his admission into the Asylum, shall be searched by or under the inspection of the proper officer, and all money, and valuables, and all articles prohibited by any Act of Parliament, or by this Order, or by the Regulations of the Asylum Committee, which may be found upon his person, shall be taken from him and dealt with as the Board of Management may direct; and a record of the same shall be duly made and preserved, according to their directions.

Article 11.—The Board of Management shall not admit into the Asylum, or retain therein, a larger number of paupers than that which is already fixed as the maximum by the Poor Law Board, or which may hereafter be so fixed from time to time by the Local Government Board, except in any individual case of urgency, which shall be forthwith reported to the Local Government Board by the Clerk to the Board of Management.

Article 12.—Whenever the number of paupers shall be within ten of the number fixed as the maximum, the Steward shall give notice to that effect to the Guardians of each Union or Parish comprised in the District, and also to the effect that until such notice has been revoked, inquiry must be made at the Asylum before any fresh case is sent, in order to ascertain whether the case can be received.

SECTION III.—CLASSIFICATION.

Article 13.—The paupers in the Asylum shall be classed in such manner as the Asylum Committee, with the advice of their Medical Superintendent, shall direct, provided that the two sexes shall be kept separate. To each sex shall be assigned its proper wards and yards, and each class of paupers shall remain therein, without communication with those of the other sex.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

SECTION IV.—DISCHARGE.

Article 14.—When any pauper has recovered, and the Medical Superintendent is of opinion that such pauper may leave the Asylum without risk of communicating infection or contagion, he shall be discharged, and the Steward shall give notice in writing of the proposed discharge to the Board of Guardians of the Union or Parish to which the pauper has been chargeable in the Asylum, as well as to the nearest known relative of the pauper.

Article 15.—In any case in which it may be necessary, the Asylum Committee may cause any pauper to be removed to his home, or to the Workhouse from which he was sent to the Asylum; and all the necessary expenses incurred in his removal shall be charged by the Board of Management to the account of the Guardians of the Union or Parish to which he has been chargeable in the Asylum.

Provided, that under no circumstances shall a convalescent pauper be removed from an Asylum in any ambulance used for the conveyance of paupers to the Asylum.

SECTION V.—DISCIPLINE AND DIET.

Article 16.—The paupers shall be dieted in such manner as the Medical Superintendent shall in writing direct.

Article 17.—The clothing to be worn by the paupers in the Asylum shall be made of such materials as the Board of Management may determine, and shall be provided for them by that Board.

Article 18.—Any pauper may be visited by permission of the Medical Superintendent, or (in his absence) of his Assistant, subject to such conditions and restrictions as the Board of Management may prescribe.

Provided, that this Article shall not apply to the visit of a

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

Minister lawfully visiting any pauper not belonging to the Established Church for the purpose of affording religious assistance or instruction to such pauper.

Article 19.—No article of food or liquor shall be allowed to be given to or left with or for the pauper at any such interview, unless the sanction of the Medical Superintendent has been first obtained.

Article 20.—No book or printed paper that has been disapproved of by the Asylum Committee shall be allowed to be read or retained by any pauper in the Asylum, and all books or printed papers introduced into the Asylum otherwise than by such Committee shall be submitted to them for approval, except books containing religious instruction or consolation, supplied by the Chaplain, or by a Minister regularly visiting any pauper not belonging to the Established Church.

Article 21.—No pauper shall have any matches or other article of a combustible nature in his possession; and any officer may take from any pauper any article of such a nature.

Article 22.—Any licensed Minister of the religious persuasion of an inmate, who may at any time in the day enter the Asylum for the purpose of affording religious assistance or instruction, shall give such assistance or instruction so as not to interfere with the good order and discipline of the Asylum; and such assistance or instruction shall be strictly confined to persons who are of the religious persuasion of such Minister, and whom such Minister shall have been lawfully authorised to visit or instruct.

SECTION VI.—GENERAL MANAGEMENT.

Article 23.—The Board of Management shall, as often as may be necessary for cleanliness, cause all the rooms, wards, and offices belonging to the Asylum to be lime-washed, and shall, from time to time, cause the Asylum, and all its furniture and appurtenances, to be kept clean and in good and substantial repair; and shall

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

remedy without delay any such defect in the Asylum, as regards drainage, warmth, ventilation, or otherwise, or in the furniture, fixtures, or appurtenances thereof, as may tend to injure the health of the inmates.

Article 24.—Subject to the Regulations herein contained, the guidance, government, and control of the Asylum, and of the paupers as well as the officers, assistants, servants, and other persons therein, shall be exercised by the Board of Management, except in so far as the same may be delegated by that Board to the Asylum Committee.

SECTION VII.—ASYLUM COMMITTEE.

Article 25.—The Board of Management, in conformity with any Orders in force for the time being with respect to the appointment of Committees, shall appoint from among their number a Committee for the Asylum, to be termed the “Asylum Committee,” of which three shall form a Quorum.

Article 26.—The Asylum Committee shall visit the Asylum from time to time, inspect the reports of the officers, examine the stores, and investigate any complaints made by the paupers.

Article 27.—The Asylum Committee shall keep a record of all their transactions, including their visits to the Asylum, in a Minute Book to be provided for the purpose, and shall present to the Board of Management at each of their ordinary meetings a Report of such matters as the Committee may deem it requisite to bring under the notice of the Board.

Article 28.—The Asylum Committee shall once at least in each quarter of a year enter in a Book to be provided for that purpose, such observations as they may think fit to make respecting the dietary, accommodation, and treatment of the paupers in the Asylum, and such Book shall be laid before the Board of Management from time to time according as they may direct.

GENERAL REGULATIONS—*continued.*

(*Order of the Local Government Board, dated 10th February, 1875—
continued.*)

SECTION VIII.—APPOINTMENT OF OFFICERS.

Article 29.—The following officers of the Asylum shall be termed principal officers ; namely,

Medical Superintendent,
Chaplain,
Steward, and
Matron,

with such Assistants to the Medical Superintendent as the Board of Management shall from time to time deem necessary and the Local Government Board shall assent to. Rescinded, see p. 233.

Article 30.—The persons holding any of the following offices in the Asylum shall be termed Subordinate Officers ; namely,—

Dispenser,
Stocktaker,
Nurse,
Porter, and

Assistants to any of the Principal Officers, excepting the Medical Superintendent. Rescinded, see p. 233.

The Subordinate Officers above mentioned, as well as such other Subordinate Officers, servants, and other persons as the Board of Management may deem it necessary to employ in or about the Asylum, or the Asylum Premises, or on the land attached thereto, shall be appointed or employed upon such terms and conditions, and with such duties, as shall appear to the Board of Management to be suitable, subject to the provisions of Articles 76 and 77 [p. 225], with regard to the duties of a Nurse or Porter, and subject also to the approval of the Local Government Board as regards the scale of salaries to be paid, and the total number of persons to be appointed or employed. Amended, see pp. 233 and 235.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

SECTION IX.—MODE OF APPOINTMENT.

Article 31.—The several appointments under Articles 29 and 30 shall be made by the Board of Management, excepting so far as they may delegate their powers in that respect to the Asylum Committee under Article 46.

Article 32.—Every person to be appointed by the Board of Management shall be appointed by a majority of the Managers present at any meeting of the Board, and voting upon such appointment, and every appointment of a Principal Officer shall, as soon as the same shall have been made by the Board of Management, be reported to the Local Government Board by the Clerk.†

Amended,
see p. 233.

Article 33.—No appointment of any person shall be made by the Board of Management unless notice that such appointment will be made shall have been given at one of the two ordinary meetings of the Board next preceding the meeting at which the appointment is to be made, or unless an advertisement giving notice of such appointment shall have appeared in some newspaper circulating in the District, by the direction of the Board of Management, at least seven days before the day on which such appointment is to be made.*†

Article 34.—When the Board of Management propose to make an appointment of any officer or other person under any Order of the Local Government Board, and by special resolution require any candidate to attend personally before them for examination, the Board of Management may pay such reasonable expenses incurred by such candidate as they shall deem proper.†

* This Article does not apply to the appointment of Nurses (see p. 234.)

† These Articles apply also to proceedings of Committees (see p. 240.)

GENERAL REGULATIONS—*continued.*

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

SECTION X.—SALARIES OF OFFICERS.

Article 35.—The Board of Management shall pay to every Principal Officer whose appointment is made or confirmed by them, such salary or remuneration as the Local Government Board may from time to time direct or approve.

Provided that the Board of Management, with the approval of the Local Government Board, may pay to any such officer a reasonable compensation* on account of extraordinary services, or other unforeseen circumstances connected with his duties or the necessities of the Asylum.†

Article 36.—The salary of every Principal Officer shall be payable up to the day on which he ceases to hold office, and no longer; and shall be considered as accruing from day to day and be apportionable in respect of time accordingly, in pursuance of the provisions of “The Apportionment Act, 1870.”

Article 37.—Any officer or other person who may be suspended from his office, and who shall upon such suspension resign or be dismissed by order of the Local Government Board, shall not be entitled to any salary or remuneration from the date of such suspension; and no officer or other person who shall be temporarily suspended by reason of his services not being required shall be entitled to any salary or remuneration pending such temporary suspension.

Article 38.—The Board of Management shall not pay to any officer bound to account, who may have been dismissed, or who may be under suspension from his office, any salary or remuneration claimed by such officer until his accounts shall have been audited by the Auditor.

* For similar provision for subordinate officers (see p. 235.)

† See footnote † p. 11, and Appendix C, p. 318.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

Amended,
see p. 235.

Article 39.—The salaries or remuneration payable to the subordinate officers, servants, or other persons within the terms of Article 30, shall be included in the Orders made by the Board of Management for contributions to the Common Fund of the District.

Article 40.—The Clerk to the Board of Management shall make out and transmit to the Local Government Board, on the 25th day of March and the 29th day of September in every year, or within fourteen days after such days respectively, a report containing the particulars set forth in the Form (C) [p. 228] in the Schedule to this Order.

SECTION XI.—QUALIFICATIONS OF OFFICERS.

Article 41.—No person shall hold the office of Medical Superintendent or Assistant to that Officer under this Order unless he be duly registered under “The Medical Act of 1858,” or other authority of law in that behalf, and be qualified by law to practice both Medicine and Surgery in England and Wales, such qualification being established by the production to the Board of Management, or if appointed by the Asylum Committee then to that Committee, of a Diploma, Certificate of a Degree, Licence, or other Instrument granted or issued by competent legal authority in Great Britain or Ireland, testifying to the medical or surgical, or medical and surgical, qualification or qualifications of the candidate for such office.

Article 42.—No person shall be qualified to be appointed a Dispenser unless he shall be a Licentiate of the Apothecaries Company of London, or shall have been duly registered under the Pharmacy Act, 1868, or any other authority of law in that behalf.

Article 43.—No person shall hold the office of Steward under this Order who has not reached the age of twenty-five years, and who is not qualified to keep accounts.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

Article 44.—No person shall hold the office of Chaplain under this Order without the consent of the Bishop of the diocese to his appointment, signified in writing.

Article 45.—No person shall hold the office of Nurse who is not able to read written directions accompanying medicines.

SECTION XII.—DELEGATION TO ASYLUM COMMITTEE OF POWERS
IN REGARD TO THE APPOINTMENT OF OFFICERS.

Article 46.—The powers conferred upon the Board of Management by this Order may, whenever that Board shall deem it desirable, be delegated by them to the Asylum Committee to the extent set forth in Articles 47, 48, 49, and 50, except that all payments shall be made by the Board of Management.

Amended,
see p. 237.

Article 47.—The Asylum Committee may, whenever occasion may arise by vacancy or otherwise, appoint on probation, for a period not exceeding three calendar months, any Principal Officer, and may assign to the person so appointed such salary or remuneration for the period of probation as they may deem expedient, not exceeding the amount previously approved by the Local Government Board, and the amount so assigned by the Committee shall be paid by the Board of Management for the period of actual service: Provided, that every such appointment shall, as soon as it has been made, be reported by the Committee to the Board of Management, and by the latter to the Local Government Board.

Amended,
see p. 237.

Article 48.—The Asylum Committee may also appoint on probation, for a period not exceeding three calendar months, such subordinate officers, servants, or other persons as they may deem it necessary to employ in or about the Asylum premises, or on the land attached thereto, upon such terms and conditions and with such duties as shall appear to the Committee to be suitable, subject to the provisions of Articles 76 and 77, with regard to the duties

Amended
see p. 237.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

Altered,
see p. 233,
sub-
sequently
rescinded,
see p. 237.

of a Nurse or Porter, and subject also to the approval of the Local Government Board, as regards the scale of salaries to be paid and the total number of persons to be appointed or employed.

The salary or remuneration so assigned by the Committee shall be paid in each case by the Board of Management for the period of actual service.

Amended,
see p. 237.

Article 49.—Every appointment made by the Asylum Committee on probation, and the salary or remuneration assigned, shall, at the expiration of the period of probation, be reported by the Committee to the Board of Management, who, if the person appointed be then in office, shall determine as to the continuance of the appointment, and, having regard to the fitness of the person appointed and to all the circumstances of the case, shall, by a vote of a majority of the Managers present at the meeting at which the question is decided, either confirm or revoke the appointment, and if they confirm it, fix the future salary or remuneration to be paid, subject to the provisions of Articles 29, 30, and 35.

Amended,
see p. 237.

Provided, that if the Asylum Committee find that, on the ground of unfitness or otherwise, it is undesirable to retain the services of any person appointed by them on probation, they may, before the termination of the period of probation, dispense with the services of such person, and appoint another in his stead. The Committee may also, by a fresh appointment for a like period of probation, supply any vacancy which may arise through the death or resignation of any person appointed by them.

Article 50.—The following regulations shall also be applicable to appointments made by the Committee, except that all payments shall be made by the Board of Management; namely,—

So much of Article 32 as relates to voting on appointments;

Article 33, Article 34; the proviso to Article 35; Articles 37 and 38; Articles 41, 42, 43, 44, and 45; Articles 56 and 57; Articles 61, 62, 63, and 64.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

SECTION XIII.—CONTINUANCE IN OFFICE AND SUSPENSION OF OFFICERS.—APPOINTMENT OF SUBSTITUTES.—SUPPLY OF VACANCIES.—PAYMENT OF SALARIES.

Article 51.—Every Principal Officer shall upon his appointment agree to give one month's notice previous to resigning the office, or to forfeit one month's amount of salary, to be deducted as liquidated damages from the amount of salary due at the time of such resignation.

Article 52.—Every Principal Officer whose appointment is made or confirmed by the Board of Management, shall continue to hold office until he shall die, or resign, or be removed by the Board of Management with the assent of the Local Government Board, or by the Local Government Board, or be proved to be insane by evidence which the Local Government Board shall deem sufficient, or, until the Local Government Board shall consider it desirable that his duties should cease or should be modified, in which case his continuance in office may be terminated at the expiration of a notice of three calendar months, to be given by the Board of Management or the Local Government Board.

Amended,
see p. 237.

Article 53.—The Board of Management may at their discretion suspend from the discharge of his duties, any officer whose appointment is made or confirmed by them, and shall, in case of every suspension of a Principal Officer, forthwith report the same, together with the cause thereof, to the Local Government Board; and the Asylum Committee may, in any case of urgency, in like manner suspend any officer holding office on probation, until the next meeting of the Board of Management, who shall continue or remove such suspension, reporting their proceedings in the case of any Principal Officer to the Local Government Board. If the Local Government Board remove the suspension of any officer, he shall forthwith resume the performance of his duties.

GENERAL REGULATIONS—continued.

*(Order of the Local Government Board, dated 10th February, 1875
—continued.)*

Article 54.—Every subordinate officer, servant, or other person within the terms of Article 30 [p. 205], may be dismissed by the Board of Management without the consent of the Local Government Board, but every such dismissal and the grounds thereof shall be reported to the Local Government Board by the Clerk to the Board of Management.

Article 55.—No officer or other person who may be dismissed by Order of the Local Government Board shall remain in the Asylum for which he was appointed, or enter therein for the purpose of interfering in the management thereof, unless the Local Government Board have consented to his subsequent appointment to an office in such Asylum, or to his temporary employment therein.

Article 56.—If any officer or other person appointed to or holding any office or employment in the Asylum be at any time prevented by sickness or accident, or other sufficient reason, from the performance of his duties, the Board of Management may appoint a qualified person to act as a substitute for a period not exceeding three months, and may pay him a reasonable compensation for his services, not exceeding the amount of remuneration payable to the officer in whose place he acts, unless the Local Government Board shall otherwise direct or approve; and every appointment so made (excepting in the case of subordinate officers, servants, or other persons within the terms of Article 30) [p. 205] shall be reported to the Local Government Board as soon as the same shall have been made.

Every substitute so appointed shall be subject in all respects to the same obligations, liabilities, and responsibilities as the officer or other person in whose place he acts, and shall be bound to observe all the regulations applicable to the office or employment, the duties of which he is appointed to discharge.

Article 57.—If any officer or other person give notice of an

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

intended resignation to take effect on a future day, the Board of Management may take steps for electing a successor, in conformity with the Regulations in that behalf, at any time subsequent to such notice.*

Article 58.—The Board of Management may, if they think fit, pay to an officer or other person entitled to receive payment of any fixed salary from them otherwise than weekly, the amount which shall become due in respect of each monthly service, at the end of such month.

Article 59.—Every such officer or other person who may be paid monthly, under the authority of this Order, and who may be required to keep accounts, shall nevertheless make out his accounts quarterly, in accordance with the provisions of the above-recited Order of the 28th day of November, 1870 [p. 24], and submit the same to the Board of Management or the Asylum Committee, before the last portion of the salary in respect of the quarter is paid to him.

Article 60.—Whenever any vacancy occurs in the office of a Principal Officer, the Board of Management shall, as soon as conveniently may be, cause notice thereof to be given to the Local Government Board, and proceed to make a new appointment to the office so vacant, in the manner prescribed by this Order, unless they shall have delegated their powers in that respect to the Asylum Committee.

Amended,
see p. 237.

SECTION XIV.—SECURITIES OF OFFICERS.

Article 61.—Every Steward and every other officer whom the Board of Management shall require to do so, shall respectively give a bond with two sufficient sureties, conditioned for the due and faithful performance of the duties of his office; and

* Applies also to Committee's proceedings (see p. 240).

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

every such officer shall give immediate notice to the Board of Management of the death, insolvency, or bankruptcy of either of such sureties, and shall, when required by the Board of Management, supply a fresh surety in the place of any such surety who may die, or become bankrupt, or insolvent.

Provided that the Board of Management may accept as a security for any officer the guarantee of any Company or Association* which shall undertake to guarantee the good conduct of such officers, and shall give their guarantee in a security, the form whereof shall have been or shall be approved by the Poor Law Board or the Local Government Board under their Seal.

Article 62.—The Board of Management shall require every officer to supply forthwith a fresh surety, in place of any surety who may die, or become bankrupt, or insolvent, or be released from his obligation.

Article 63.—The Board of Management shall once in every year, that is to say, at the audit next after the twenty-fifth day of March, cause every person having the custody of bonds given by any officer to produce such bonds to the Auditor for his inspection; and the fact of such inspection, and any defects apparent in the said bonds, shall be reported by such Auditor to the said Board.

Article 64.—The Board of Management shall provide for the safe custody of all bonds given in pursuance of these Regulations, so always that no bond given by any person shall remain in the custody of such person himself.

SECTION XV.—DUTIES OF OFFICERS.

Article 65.—All the officers shall respectively perform the duties, if any, prescribed by any Orders of the Poor Law Board or the Local Government Board, in force for the time being, as

* See foot note, p. 97.

GENERAL REGULATIONS—*continued.*

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

well as such duties conformable to the nature of their respective offices as the Board of Management or the Asylum Committee may lawfully require them to perform; and such duties shall be performed by the several assistants in aid of, and subject to the control of, their respective superiors and of the Board of Management or the Committee.

Article 66.—In every case not otherwise provided for by this Order, every officer or other person shall perform his duties in person, and shall not intrust the same to a deputy, except with the special permission of the Local Government Board on the application of the Board of Management.

Article 67.—The several officers, servants, or other persons, while holding office in one of the Asylums, shall act for that Asylum exclusively, and shall not under any circumstances enter any part of any of the other Asylums.*

Article 68.—No officer or other person shall, except in case of necessity, purchase or procure any article for use in the Asylum, or order any alteration or repair of any part of the premises, or of the furniture or other articles belonging thereto, without the authority of the Asylum Committee, or apply any article belonging to the Board of Management to purposes other than those authorised or approved by them.

Article 69.—No officer or other person appointed to or holding any office or employment in the Asylum under the Board of Management or the Asylum Committee shall, directly or indirectly, receive or bargain to receive any gratuity, percentage, or allowance of any kind with reference to any contract with the Board of Management, or in respect of any payment made or to be made for goods supplied or work executed according to the order of the

* Does not apply to Medical Superintendents, Stewards, Matrons, and Chaplains, appointed after 6th June, 1887, nor to Assistant Medical Officers at all (see pp. 235, 236.)

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

Board of Management, or on their behalf, or in respect of any duty done or business transacted by such officer or other person in the discharge or performance of his office or employment.

Article 70.—No officer or other person shall directly or indirectly cause to be paid to himself, or shall pay away on his own account, or for his own benefit, any cheque drawn by the Board of Management, and made payable to any person other than himself.

Article 71.—Every officer or other person who may receive money on behalf of the Board of Management shall forthwith pay the same into the hands of their Treasurer to their credit, notwithstanding that any salary or balance may be due from the Board of Management to such officer or other person.

DUTIES OF THE MEDICAL SUPERINTENDENT.

Article 72.—The following shall be the duties of the Medical Superintendent of the Asylum:—

- No. 1. To reside in that part of the Asylum which shall be assigned to him by the Board of Management.
- No. 2. To admit every pauper brought to the Asylum with the proper order and certificate, subject to the provisions contained in Art. 11.
- No. 3. To examine every pauper on his admission to the Asylum, and to perform the duties required of the Medical Superintendent by Articles 4, 7, 8, and 9.
- No. 4. To attend duly and punctually upon the paupers in the Asylum, according to the necessities of their cases.
- No. 5. To control the arrangements of the wards generally, to give the requisite directions as to the treatment, nursing, and diet of the paupers, and as to their discharge from the Asylum, and to see that such directions are carried out.
- No. 6. To report in writing to the Asylum Committee once at least in each month, any defect in the diet, drainage, furniture,

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

ventilation, warmth, or other arrangements of the Asylum, or any excess in the number of inmates, whether in the Asylum generally or in any particular ward, which he may deem to be detrimental to the health of the inmates, or calculated to retard their recovery.

No. 7. To keep a Case Book according to the Form (D) [p. 229] in the Schedule to this Order, and to insert therein the particulars required by such Form, with respect to every pauper in the Asylum, employing therein, so far as is practicable, the terms used or recommended in the regulations and statistical nosology issued by the Registrar-General.

No. 8. To produce such Case Book to the Board of Management, or the Asylum Committee, or the Auditor whenever duly required to do so.

No. 9. To prescribe the dietary for the paupers in so many different scales as he shall deem expedient; and to enter the same at the commencement of the "Daily Provisions Consumption Account" Book, according to the Form (E) [p. 230] in the Schedule to this Order, or some Form to the like effect.

No. 10. To sign and furnish to the Steward daily, a written statement of the diet and extras required to be supplied for the paupers in each Ward.

No. 11. To give notice to the Steward of every admission of a pauper into the Asylum; to deliver to him all orders of admission, and to give notice to him of the proposed discharge of any pauper, and of the dangerous illness of any pauper.

No. 12. On the death of any pauper in the Asylum to give prompt information thereof to the Steward; to give proper notice thereof to the Registrar of Births and Deaths of the District within which the Asylum is situate; and to enter such death in a Register kept according to the Form (F)

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

[p. 231] in the Schedule to this Order, inserting therein the required particulars in the manner prescribed by No. 7 of this Article.

No. 13. To give notice to the Asylum Committee of the violent death of any pauper, and if any inquest be held, to attend the same, and forthwith to report the verdict to the Committee and the Local Government Board.

No. 14. To give to the Board of Management or the Asylum Committee, when required, any reasonable information respecting the case of any pauper who is or has been under his care; to make any such special report in writing relative to the condition of the Asylum or of the paupers, as the Board of Management, or the Asylum Committee, or the Local Government Board may require of him; and to attend any meeting of the Board of Management or the Committee, when requested by either of them to do so.

No. 15. To govern and control all the officers,* servants, and other persons employed in the Asylum, in conformity with any Order of the Local Government Board in force for the time being, and the regulations prescribed by the Board of Management; to exercise a general superintendence over the Nurses when they are not on duty, to inform the Asylum Committee from time to time of the state of the Asylum in every department; to report, when he deems it necessary, in writing, to the Committee any negligence or other misconduct on the part of any of the officers, servants, or other persons which shall come to his knowledge; and generally to observe and fulfil all lawful orders and directions of the Board of Management or of the Committee suitable to his office.

[Additional duty, p. 233, Art 3.]

* For interpretation of this Article see Appendix B, p. 318.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

DUTIES OF THE CHAPLAIN.

Article 73.—The following shall be the duties of the Chaplain of the Asylum:—

To visit the Asylum daily at such hours as may from time to time be appointed by the Asylum Committee, and afford religious assistance or instruction to such of the paupers as may be desirous of receiving it; to perform all proper religious rites therein, and to read prayers to the paupers and other inmates being members of the Church of England, when requisite, subject to the directions of the Committee.

Provided, that so much of the above Article as requires the Chaplain to impart religious instruction shall not apply in the case of any child who shall be regularly visited by a minister of his own religious creed for the purpose of religious instruction, if the parent or surviving parent, or, in the case of an orphan or deserted child, if such minister make request in writing to the effect that he shall not be instructed in any other religious creed, or be required or permitted to attend the service of any other religious creed than that entered in the Register of Religious Creed herein provided; except any child above the age of twelve years who shall desire to receive instruction in some other creed, or to attend the service of any other religious creed, and who shall be considered by the Local Government Board to be competent to exercise a judgment upon the subject.

DUTIES OF THE STEWARD.

Article 74.—The following shall be the duties of the Steward of the Asylum:—

No. 1. To keep all books or accounts which he or the officer termed the "House Superintendent" is or may be by any Order of the Poor Law Board or the Local Government Board

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

directed to keep; to allow the same to be constantly open to the inspection of the Clerk to the Board of Management, and of any Member of that Board; and to submit the same to the Board of Management or the Asylum Committee, whenever required by them to do so.

No. 2. To keep the Register of the Religious Creed of the paupers in the Asylum, required to be kept by the Poor Law Amendment Act, 1868, in the Form (G) [p. 231] in the Schedule to this Order, and to allow the same to be inspected by every person entitled by law to inspect it, at any time of any day, except Sunday, between the hours of ten before noon and four after noon.

No. 3. To keep a book, in which he shall enter all his written reports to the Asylum Committee, and to lay the same before them at every meeting.

No. 4. To prepare estimates from time to time, quarterly or otherwise, according to the directions of the Board of Management, of the moneys, stores, and other supplies required for the Asylum, and submit the same to the Asylum Committee for their observations, and lay the same before the Board of Management, with such observations, if any.

No. 5. To submit to the Asylum Committee at every meeting an estimate of such articles as are required for use in the Asylum, and to receive and execute the directions of the Committee in relation thereto or upon any other estimates.

No. 6. To receive all provisions and other articles purchased or procured for the use of the Asylum, and before placing them in store, to examine and compare them with the bills of parcels or invoices severally relating thereto; and after having proved the accuracy of such bills or invoices, to authenticate the same with his signature, and to lay them before the Asylum Committee.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

- No. 7. To receive and take charge of all provisions, clothing, linen, and other articles (medicines and medical and surgical appliances excepted) belonging to the Asylum, or confided to his care by the Board of Management, and to issue the same to the Matron or other officers, or to the servants, as may be required.
- No. 8. To see that the directions given by the Medical Superintendent in regard to the disinfection or disposal of the clothes worn by the paupers on admission are promptly and strictly carried out.
- No. 9. To superintend the various domestic departments, including the kitchen, where male servants are employed elsewhere than in the wards; and so far as the Asylum Committee may direct, to see that the meals are duly provided, cooked, dressed, and served [see No. 8, p. 224.]
- No. 10. To supply to the Board of Management and the Asylum Committee, the Local Government Board and their Inspectors, all such information in regard to the state of the Asylum and the inmates thereof as shall be within his knowledge or power when required to do so.
- No. 11. To keep an "Admission and Discharge Book" in the Form prescribed by any Order of the Poor Law Board or the Local Government Board in that behalf, in force for the time being.
- No. 12. To transmit on every Monday to the Boards of Guardians of the several Unions and Parishes in the District a statement as to the pauper inmates of the Asylum, in the Form (II) [p. 232] in the Schedule to this Order.
- No. 13. In every case of the proposed discharge of a pauper from the Asylum, to proceed according to the directions of Article 14 [p. 202].
- No. 14. On the death of any pauper in the Asylum, to give

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

information thereof to the Guardians of the Union or Parish to which the pauper was chargeable in the Asylum, and to the nearest known relative; and to provide for the interment of the body.

No. 15. To enter the death of every pauper in the "Admission and Discharge Book," as soon as practicable after it has occurred.

No. 16. To take charge of the orders of admission of paupers, and to submit to the Asylum Committee at each of their meetings all such orders received since the previous meeting, together with the "Admission and Discharge Book."

No. 17. To make out such Statistical Statements in reference to the Asylum as he may be directed to make out by any Order of the Poor Law Board or the Local Government Board in force for the time being, and to make and transmit copies thereof to the Board of Management and the Local Government Board.

No. 18. In case of the dangerous illness of any pauper, to communicate, by post or otherwise, notice to the nearest known relative, and to keep a record of such communication.

No. 19. To make out, as and when required by the Asylum Committee, lists of the paupers in the different wards of the Asylum, and to suspend such lists in the Asylum, or deal with them in such other way as the Committee shall direct.

No. 20. To receive all such moneys as shall be entrusted to him from time to time by the Board of Management; to pay out of the same all such salaries, wages, and other charges, debts, and claims as he shall be directed by that Board to pay; and to keep an account of his payments in such form as may be prescribed by any Order of the Poor Law Board or the Local Government Board in force for the time being.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

No. 21. In the event of the number of paupers in the Asylum being within ten of the number fixed as the maximum, to give notice required by Article 12 [p. 201].

No. 22. To enforce, subject to the control of the Medical Superintendent,* order, punctuality, cleanliness, and the due observance of all regulations for the Government of the Asylum, by the pauper inmates, the subordinate officers, servants, and other persons employed therein, and to report to the Medical Superintendent* and the Asylum Committee any negligence or other misconduct on the part of the male officers, servants, or other persons; provided nevertheless, that the Board of Management, with the consent of the Local Government Board, may at any time empower the Steward to act in accordance with this Article, without being subject to the control of the Medical Superintendent, or liable to report to him, as regards officers, servants, or other persons not immediately connected with the care or custody of paupers.

No. 23. Generally to observe and fulfil all lawful orders and directions of the Board of Management and the Asylum Committee suitable to his office.

DUTIES OF THE MATRON.

Article 75.—The following shall be the duties of the Matron of the Asylum:—

No. 1. To aid the Medical Superintendent and Steward in enforcing order, punctuality, cleanliness, and the due observance of all regulations for the government of the Asylum, by the pauper inmates, the subordinate officers, servants, and other persons employed therein, and to report to the Medical Superintendent and the Asylum Committee any negligence or other misconduct on the part of any of the female officers, servants, or other persons.

* Modified in certain cases, see p. 233, Art. 1; see also Appendix B, p. 318.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875—continued.*)

No. 2. To superintend the female servants or other persons employed in the domestic departments, or not immediately connected with the care of the paupers; to enforce amongst them order, punctuality, and cleanliness; and to exercise a general oversight over the Nurses and such of the female servants as are employed in the wards, during the periods they are not on duty therein.

Amended,
p. 241.

No. 3. To see that the directions given by the Medical Superintendent in regard to the cleansing and clothing of the paupers on admission, as well as the placing of them in their proper wards, are promptly and strictly carried out.

No. 4. To superintend and give the necessary directions for making and mending the clothing supplied to the paupers, and to take care that all such clothing be properly numbered, and marked on the inside with the name of "The Homerton [or] Metropolitan Fever [or Smallpox] Asylum;" and to take care that the clothing, bedding, and linen in use in one Asylum is not used in or introduced into the other Asylum.

No. 5. To see that all the wards, beds, and bedding are kept in a clean and wholesome state.

No. 6. To take charge of the clothing and linen issued to her by the Steward, and to apply the same to such purposes as shall be authorised or approved by the Asylum Committee, and to no other.

No. 7. To give the necessary directions concerning the washing, drying, and getting up of the linen and blankets, and to see that the same be not dried in any ward inhabited by any of the paupers.

No. 8. So far as the Asylum Committee may direct, to see that the meals are duly provided, cooked, dressed, and served [see No. 9, p. 221.]

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

No. 9. To give to the Medical Superintendent and Steward all information in her power in respect of any matter relating to the paupers which may be requisite to enable those officers to discharge their duties efficiently.

No. 10. Generally to observe and fulfil all lawful orders and directions of the Board of Management and the Asylum Committee suitable to her office.

[Additional duties, see p. 241.]

DUTIES OF THE NURSES.

Article 76.—The following duties shall be performed by the Nurses of the Asylum:—

No. 1. To obey all such regulations as may be prescribed by the Board of Management or the Asylum Committee for their guidance.

No. 2. To obey the directions of the Medical Superintendent, and of the Matron acting under the authority of the Medical Superintendent, with a view to securing the proper treatment of the paupers, and the maintenance of discipline in the Asylum.

DUTIES OF THE PORTER.*

Article 77.—The following duties shall be performed by a Porter of the Asylum:—

No. 1. To keep the gates, and to prevent any person not being a Principal Officer of the Asylum, or a visitor to a Principal Officer, or an Officer of the Board of Management, an Inspector of the Local Government Board, a Minister of religion, or any other person authorised by law, or by the Local Government Board or Board of Management, from entering into or going out of the Asylum without the written leave of the Medical Superintendent, or of the Steward or Matron acting under his authority.

* *i.e.* Gate Porter.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—continued.)

- No. 2. To keep a book, to be supplied by the Board of Management, in which he shall enter the name of every officer and the name and business of every other person who shall go into or out of the Asylum, together with the time when such officer or other person shall go in or out.
- No. 3. To receive, and give to the Medical Superintendent immediate notice of, every pauper who is presented for admission.
- No. 4. To examine all parcels and goods, other than those addressed to any of the Principal Officers, before they are received into the Asylum, and to prevent the admission of any articles contrary to any of the Regulations in force for the government of the Asylum, or otherwise contrary to law.
- No. 5. To require any person entering the Asylum whom he may suspect of having possession of any prohibited articles, to satisfy him to the contrary before he permits such person to enter, and in the case of any female, to give information to the Matron, in order that, if necessary, such female may be searched.
- No. 6. To examine all parcels taken out of the Asylum, by any person not being an officer of the Asylum, or not provided with a note in writing from the Medical Superintendent, or the Steward or Matron acting under his authority, and to prevent the unauthorised removal of any article.
- No. 7. To assist the Medical Superintendent, Steward, and Matron in preserving order, and in securing a due observance of the regulations prescribed for the government of the Asylum and its inmates.
- No. 8. To obey and act generally under the directions of the Medical Superintendent, or of the Steward or Matron acting under his authority, in accordance with and subject to the control and orders of the Board of Management or the Asylum Committee.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875—
continued.)

SCHEDULE.

FORM (A). [Article 3.] [p. 199 and 236.]

Admission Order.

_____ Union [or Parish] Dated this _____
day of _____

To Dr. _____, Medical Superintendent of the Metro-
politan Fever [or Smallpox] Asylum at _____

Admit the Person named and described as below, from the _____

_____ Union [or Parish] in the said District.

Name.	Age.	Calling, if any.	Religious Persuasion.	Nearest known Relative.	
				Name.	Address.

_____ Relieving Officer [or Master of the Workhouse].

FORM (B). [Article 3.] [p. 199.]

Medical Certificate.†

I, the undersigned, do hereby certify that I have this day personally
examined _____, a person chargeable to the

_____ Union [or Parish of _____],

and that the said _____ is in my opinion suffering
from Fever [or Smallpox], and is a fit person for admission into the
Metropolitan Fever [or Smallpox] Asylum at _____.

The duration of the disease has been _____ days; and the
Fever is [Typhus], [Enteric], [Relapsing], [Scarlet].*

_____ Medical Officer of the _____

District [or Workhouse of the] _____ Union [or Parish
of _____].

Dated this _____ day of _____ 187 .

* The Class of Fever should be here stated.

† For alternative Form, see p. 237.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 10th February, 1875
—continued.)

FORM (E). [Article 72, No. 9.] [p. 217.]

Table of Diets.

METROPOLITAN FEVER [or SMALLPOX] ASYLUM

AT _____.

ADULTS.

Articles.	Full Diet.	Ordinary Diet.	Low Diet.
Breakfast ... (articles) ... (quantities.)	(quantities.)	(quantities.)	(quantities.)
Dinner ... (articles) ... (quantities.)	(quantities.)	(quantities.)	(quantities.)
Tea or Supper (articles) ... (quantities.)	(quantities.)	(quantities.)	(quantities.)

CHILDREN.

Articles.	Ordinary Diet.	Low Diet.
Breakfast ... (articles) ... (quantities.)	(quantities.)	(quantities.)
Dinner ... (articles) ... (quantities.)	(quantities.)	(quantities.)
Tea or Supper (articles) ... (quantities.)	(quantities.)	(quantities.)

Extras as ordered by the Medical Superintendent.

QUANTITIES PER DIEM allowed to each Pauper according to
the above Table.

ADULTS.

Articles.	Full Diet.	Ordinary Diet.	Low Diet.
	(quantities.)	(quantities.)	(quantities.)

CHILDREN.

Articles.	Ordinary Diet.	Low Diet.
	(quantities.)	(quantities.)

_____. Medical Superintendent.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 10th February, 1875*
—*continued.*)

FORM (F). [Article 72, No. 12.] [p. 217.]

Register of Deaths.

METROPOLITAN FEVER [*or* SMALLPOX] ASYLUM

AT _____.

_____ *Medical Superintendent.*

Date of Death.	Name.	Age.	Cause of Death.	From what Union or Parish admitted.

FORM (G). [Article 74, No. 2.] [p. 220.]

Register of Religious Creed.

METROPOLITAN FEVER [*or* SMALLPOX] ASYLUM

AT _____.

_____ *Steward.*

Name.		Date of Admission.	From what Union or Parish admitted.	Religious Creed.	Date of Discharge or Death.
Christian Name.	Surname.				

(2.)

OFFICERS.

(*Order of the Local Government Board, dated 22nd June, 1875.*)

Article 1.—So much of Article 74, No. 22 [p. 223], of the said Order [dated 10th February, 1875] as renders the Steward subject to the control of the Medical Superintendent and liable to report to him, shall not, so far as regards officers, servants, or other persons not immediately connected with the care or custody of paupers, apply to any person now holding the office of Steward, unless the Board of Management otherwise direct.†

Article 2.—The words “any Principal Officer or Subordinate Officer” shall be substituted in lieu of the words “any person” to Article 33 [p. 206] of the said Order.

Article 3.—The Medical Superintendent shall attend any officer or other person appointed or employed at the Asylum, whenever he shall be required by the Board of Management or the Asylum Committee to do so, with the consent of such Officer or other person.

Article 4.—The words quoted below shall be omitted in Articles 29 and 30 [p. 205] of the said Order; namely,—

In Article 29:—

“With such Assistants to the Medical Superintendent as the Board
“of Management shall from time to time deem necessary and the
“Local Government Board shall assent to.”

And in Article 30:—

“Excepting the Medical Superintendent.”

Article 5.—So much of Articles 30 [p. 205] and 48 [p. 210] as is hereinafter quoted shall be rescinded; namely,—

“And subject also to the approval of the Local Government Board
“as regards the scale of salaries to be paid, and the total number
“of persons to be appointed or employed.”

And the following shall be substituted in each Article for the portion so rescinded; namely,—

“And subject also to the approval by the Local Government Board
“of the Report to be made to them from time to time under
“Article 40 of the salaries paid, and the number of persons
“appointed or employed.” [Addition to this Order *re* gratuities,
see p. 235.]

* Rescinded so far as Article 48 is concerned (p. 237).

† This Article now (May, 1891) only applies to the Steward of the South-Western Hospital.

(3.)

*HOSPITALS TO BE USED FOR SMALLPOX AS WELL AS FOR FEVER.**(Order of the Local Government Board, dated 6th April, 1876.)*

The following proviso shall be added to Article 2 [p. 199] of the above-recited Order [10th February, 1875]; that is to say,—

Provided that the Board of Management may, with the consent of the Local Government Board, appropriate, temporarily any Asylum provided or appropriated for Smallpox Patients, in which at the time there are no such patients, to the reception of patients infected with or suffering from Fever; and any Asylum provided or appropriated for Fever Patients, in which at the time there are no such patients, to the reception of patients infected with or suffering from Smallpox.

(4.)

*APPOINTMENT OF NURSES.**(Order of the Local Government Board, dated 22nd December, 1876.)*

Article 33 [p. 206] of the above-recited Order, dated the 10th day of February, 1875, shall not apply to the appointment of nurses at the said Asylums.

(5.)

*USE OF HOSPITAL SHIPS.**(Order of the Local Government Board, dated 10th November, 1881.)*

Article 1.—The said Ships “Atlas” and “Endymion”* shall, until such time as we otherwise Order, be used by the Board of Management of the Metropolitan Asylum District for the purpose of an Asylum for the reception of poor persons chargeable to some Union or Parish in the said District, who may be affected with or suffering from the disease of Smallpox.

[Articles 2 and 3 provide for the borrowing of money to fit up the Ships.]

* These Ships were, in 1881, temporarily acquired under 34 Vic., cap. 15. They were purchased in 1885. The “Castalia” was purchased in 1883.

(6.)

GRATUITIES TO SUBORDINATE OFFICERS.

(*Order of the Local Government Board, dated 8th May, 1885.*)

Article 1.—Article 30 [p. 205] of the said Order, dated 10th day of February, 1875, amended by the said Order, dated the 22nd day of June, 1875 [p. 233], shall be further amended by the addition thereto of the following words, namely :—

And the Board of Management, with the approval of the Local Government Board, may pay to any such subordinate officer, servant, or other person a reasonable compensation on account of extraordinary services, or other unforeseen circumstances connected with his duties or the necessities of the Asylum.*

Article 2.—Article 39 [p. 208] of the said Order, dated the 10th day of February, 1875, shall be amended by the addition, after the word “remuneration” in that Article, of the words “or compensation.”

(7.)

ASSISTANT MEDICAL OFFICERS TO ACT FOR ANY HOSPITAL.

(*Order of the Local Government Board, dated 9th October, 1886.*)

Notwithstanding anything contained in the said Order [dated 10th February, 1875, p. 197, *et seq.*], or any Order amending the same, the said Board of Management shall have power to appoint persons qualified, as mentioned in Article 41 [p. 208] of the said Order, to be Medical Assistants; and the persons so appointed shall be subordinate officers for the purpose of the said Order as if they had been appointed to hold office in one of the Asylums, and every Medical Assistant may be employed as the Board of Management shall from time to time direct, at any Asylum provided by the said Board, as an Assistant to the Medical Superintendent, and Article 67 [p. 215] of the said Order shall not apply to such Medical Assistants.

* See footnote †, p. 11, and Appendix C. p. 318.

(8.)

*PRINCIPAL OFFICERS TO ACT FOR ANY HOSPITAL.**(Order of the Local Government Board, dated 6th June, 1887.)*

Notwithstanding anything contained in the said Order [dated 10th February, 1875, p. 197 *et seq.*] or any Order amending the same, the said Board of Management shall have power, with regard to any person who may hereafter be appointed under the said Order to hold the office of Medical Superintendent, Chaplain, Steward, or Matron, to appoint him or her to such office without limitation to any particular Asylum, and to employ such person at such Asylum as the said Board of Management may direct; and Article 67 [p. 215] of the said Order shall not apply to any person who may hereafter be so appointed.

(9.)

*ADMISSION ORDER.**(Order of the Local Government Board, dated 7th July, 1887.)*

With regard to the admission of poor persons into any of the said Asylums, the following provisions shall be substituted for those contained in Article 3 [p. 199] of the above-cited Order [dated 10th February, 1875], namely :—

Every person, whether upon his first or any subsequent admission into an Asylum, shall, subject to the provisions of Article 4 [p. 200] of the above-cited Order, be admitted upon an order, filled up and signed by a Relieving Officer or a Master of a Workhouse of the Union or Parish from which he is sent to the Asylum, according to the Form A [p. 227] in the Schedule to the above-cited Order.

The order of admission shall be accompanied by either—

- (1.) A Certificate in the Form (B) [p. 227] in the Schedule to the above-cited Order, signed by the Medical Officer (either of the Workhouse or District, as the case may be) of the Union or Parish to which the person is chargeable, which Certificate such Medical Officer is hereby required to give upon the request of the Master of the Workhouse or of the Relieving Officer, in every case in which, after due examination, he may find that the person is fit for admission to the Asylum; or

ADMISSION ORDER—*continued.*

(Order of the Local Government Board, dated 7th July, 1887—
continued.)

- (2.) A Certificate in the Form (B 1) in the Schedule to this Order, signed by some Registered Medical Practitioner, after due examination by him of the person proposed to be sent to the Asylum.

SCHEDULE.

(FORM B 1.)

Medical Certificate.

I, the undersigned, do hereby certify that I have this day personally examined _____, of _____ and that the said _____ is in my opinion suffering from Fever [*or* Smallpox], and is a fit person for admission into the Metropolitan Fever [*or* Smallpox] Asylum at _____. The duration of the disease has been _____ days; and the Fever is [Typhus], [Enteric], [Relapsing], [Scarlet].*

_____, a Registered Medical Practitioner.
residing at _____

Dated this _____ day of _____, 188—

* The class of Fever should be here stated.

(10.)

APPOINTMENT, &c, OF OFFICERS.†

(Order of the Local Government Board, dated 23rd March, 1888.

Article 1.—Articles 46, 47, 49, 50, 52, and 60 [pp. 209–213] of each of the first above-cited Orders [each dated 10th February, 1875], and Article 48 [p. 209] of each of those Orders as altered by the last above-cited Orders [each dated 22nd June, 1875, p. 233], are hereby rescinded; provided that any appointment already made or other act already done under those Articles shall not be thereby affected.

† This Order applies to Asylums as well as Hospitals and is repeated on pp. 183–186.

APPOINTMENT, &c., OF OFFICERS—continued.

(*Order of the Local Government Board, dated 23rd March, 1888—continued.*)

Article 2.—The following Articles shall be substituted for those rescinded by Article 1. of this Order, and each of the first above-cited Orders, and any Order in which either of such Orders is referred to, shall be read as if the said Articles had originally formed part of each of the said first above-cited Orders :—

Section XII.

Article 46.—Whenever the Board of Management shall deem it desirable the following Articles, 47, 48, 49, and 50 shall come into force, and shall remain in force until they shall otherwise determine.*

Article 47.—With regard to the appointment of any Principal Officer, the Asylum Committee may select a person to fill the appointment, and shall report such selection to the Board of Management, who may, if they approve of such selection, appoint the person so selected to fill the office on probation, for a period not exceeding three calendar months, and may assign to the person so appointed such salary or remuneration for the period of probation as they may deem expedient, not exceeding the amount previously approved by the Local Government Board, and the salary so assigned shall be paid by the Board of Management for the period of actual service: Provided that every such appointment shall, as soon as it has been made, be reported by the Board of Management to the Local Government Board.

In case the Board of Management do not approve the selection made by the Asylum Committee, such Committee may select another person for the approval of the Board of Management, or the Board of Management may themselves make the selection and appoint on probation.

*The Managers at their meeting on 21st April, 1888 (Board Minutes, Vol. XXII., p. 18), resolved "That in pursuance of Article 46 of the Local Government Board's Order, dated 23rd March, 1888, it is hereby directed that Articles 47, 48, 49, and 50 contained in such Order shall forthwith come into force and shall remain in force until the Managers shall otherwise direct."

APPOINTMENT, &c., OF OFFICERS—continued.

(Order of the Local Government Board, dated 23rd March, 1888—continued.)

Article 48.—At the expiration of the period of probation of every Principal Officer appointed by the Board of Management, a report on the appointment and on the salary or remuneration assigned, shall be made by the Committee to the Board of Management, who, having regard to the fitness of the person appointed and to all the circumstances of the case, shall, by a vote of a majority of the Managers present at a meeting at which the question is decided, either confirm or revoke the appointment, and shall, if they confirm it, fix the future salary or remuneration to be paid, subject to the provisions of Articles 29, 30, and 35 [pp. 205–207].

Provided that if the Asylum Committee find that, on the ground of unfitness or otherwise, it is undesirable to retain the services of any person appointed by the Board of Management on probation, the Committee may report to that Board the grounds upon which the Committee consider it undesirable to retain the services of such person. The Board of Management may, upon such report, or without waiting for such report if they consider it undesirable to retain the services of the person appointed on probation, dispense with the services of such person before the termination of the period of probation, and another person may be appointed in his stead.

Article 49.—the Asylum Committee may appoint such subordinate officers, servants, or other persons as they may deem it necessary to employ in or about the Asylum or the Asylum premises, or on the land attached thereto, upon such terms and conditions and with such duties as shall have been fixed by the Board of Management with regard to the particular office or employment, subject to the provisions of Articles 76 and 77 [p. 225], with regard to the duties of the officers named therein, and subject also to the approval by the Local Government Board of the report to be made to them from time to time under Article 40 [p. 208] of the salaries paid, and the number of persons appointed or employed.

APPOINTMENT, &c., OF OFFICERS—continued.

(Order of the Local Government Board, dated 23rd March, 1888—continued.)

The salary or remuneration so assigned by the Committee shall be paid in each case for the period of actual service.

As regards any subordinate officer appointed by them, the Asylum Committee shall have the like powers of suspension, dismissal, and appointment of a substitute as are given to the Board of Management by the above-cited Orders.

Article 50.—The following regulations shall also be applicable to appointments made by the Asylum Committee, and also to selections of persons by the Committee for appointment by the Board of Management, and to appointments made by the Board of Management; namely:—

So much of Article 32 [p. 206] as relates to voting on appointments;

Article 33 [p. 206]; Article 34 [p. 206]; and Article 57 [p. 212.]

Article 52.—Every Principal Officer whose appointment is made or confirmed by the Board of Management shall, subject to the provisions of Articles 47 and 48 [p. 238], continue to hold office until he shall die, or resign, or be dismissed by the Board of Management with the assent of the Local Government Board, or be removed by the Local Government Board, or be proved to be insane by evidence which the Local Government Board shall deem sufficient, or until the Local Government Board shall consider it desirable that his duties should cease or should be modified, in which case his continuance in office may be terminated at the expiration of a notice of three calendar months, to be given by the Board of Management or by the Local Government Board.

Article 60.—Whenever any vacancy occurs in the office of a Principal Officer, the Board of Management shall, as soon as conveniently may be, cause notice thereof to be given to the Local Government Board, and proceed to make a new appointment to the office so vacant, in the manner prescribed by this Order, unless the provisions of Articles 47, 48, and 50 [pp. 238-240] shall be in force.

(11.)

ADMISSION OF DIPHTHERIA PATIENTS.

(*Order of the Local Government Board, dated 19th October, 1889.*)

And whereas in pursuance of Sub-section (2) of Section 69 of the said Metropolitan Poor Act, 1867, the expenses incurred for the maintenance of patients in any Asylum specially provided under that Act for patients suffering from Fever or Smallpox are repayable out of the Metropolitan Poor Fund;

And whereas by Sub-section (4) of Section 3 of the Poor Law Act, 1889, it is enacted that "After the date of an Order of the Local Government Board authorising the Asylum Managers to receive Diphtheria patients into their Hospitals, Sub-section (2) of Section 69 of the Metropolitan Poor Act, 1867, shall apply as if Diphtheria were therein mentioned as well as Fever and Smallpox":

Now therefore, in pursuance of the powers given to us by the Statutes in that behalf, we do, by this our Order, authorise the Board of Management of the Metropolitan Asylum District (subject to the regulations for the time being in force with respect to their Hospitals) to receive Diphtheria patients into their Hospitals, as if such patients were suffering from Fever or Smallpox.

(12.)

DUTIES OF MATRONS.

(*Order of the Local Government Board, dated 9th May, 1890.*)

And whereas it is expedient that further provision should be made with regard to the duties to be performed by persons to be hereafter appointed to the office of Matron at any of the said Asylums, and, in such cases as the said Board of Management may think desirable, by any person at present holding the office of Matron at any of the said Asylums.

Now therefore, in pursuance of the powers given to us by the Statutes in that behalf, we hereby order and direct that, subject in each case to the control of the Medical Superintendent * of the

* See Appendix B, p. 318.

DUTIES OF MATRONS—continued.

(Order of the Local Government Board, dated 9th May, 1890—continued.)

Asylum, it shall be the duty of any person who may be hereafter appointed to the office of Matron under the authority of the above-cited Order [dated 10th February, 1875], and, if the said Board of Management so direct, of any Matron at present holding office under such Order, to exercise a general supervision and control over the Nurses at the Asylum, as well when on duty in the wards, as when off duty, and over the sick in the several wards therein.

(13.)

MEDICAL INSTRUCTION.

(Order of the Local Government Board, dated 10th October, 1890.)

Whereas it is provided by Section 4 of the Poor Law Act, 1889, that the Board of Management of the Metropolitan Asylum District may, if they think fit, allow the Asylums provided by them for fever, smallpox, and diphtheria to be used for purposes of medical instruction, subject to any rules and regulations which we may from time to time make with regard to such use of the said Asylums.

And whereas, in pursuance of the said section, the said Board of Management propose to allow some or all of the Asylums provided by them as aforesaid to be used for purposes of medical instruction; and it is expedient that provision should be made in the matter as hereinafter mentioned.

Now therefore, in pursuance of the powers given to us by the Statutes in that behalf, we hereby order and direct, as regards any of the said Asylums which may be allowed by the said Board of Management to be used for purposes of medical instruction, as follows, namely :—

1. No student shall be admitted to study at the Asylum until he has produced at the offices of the said Board of Management evidence of his having obtained the sanction of the

MEDICAL INSTRUCTION—continued.

(*Order of the Local Government Board, dated 10th October, 1890—continued.*)

Medical School to which he belongs to his attendance at the Asylum.

2. No student shall be admitted to study at the Asylum until the completion of the third year of his medical education, nor until he has held the offices of clinical clerk and dresser.
3. The fee for each course of study at the Asylum shall be payable in advance to the Clerk to the said Board of Management. The amount of the fee shall be three guineas for the first two months, and one guinea for each subsequent period of one month, or such other amount as may from time to time be fixed by the said Board of Management with our consent.
4. On payment of the prescribed fee the student shall be furnished with a card showing to what Asylum he will be attached, and containing information with regard to the times at and during which he may attend at such Asylum. A copy of the regulations made by the said Board of Management respecting disinfection, and in force for the time being, shall at the same time be given to the student.
5. A register shall be kept at each Asylum in which shall be entered the name of each student admitted, the medical school to which he belongs, and the number of his attendances at the Asylum.
6. The minimum duration of the course of study shall be two months; and the student shall be permitted to attend at the Asylum three days at least in each week.
7. A certificate, signed by the Medical Superintendent of the Asylum attended by the student, shall be granted by the said Board of Management to the student when he shall have satisfactorily completed his course of study; provided that no such certificate shall be granted to any student who has attended for less than two days in each week during the whole period of two months.

ORDERS OF THE LOCAL GOVERNMENT
BOARD *Re* HOSPITALS.*MEDICAL INSTRUCTION—continued.*

(Order of the Local Government Board, dated 10th October, 1890—continued.)

8. The student, whilst within the gates of the Asylum, shall in all respects be subject to the control of the Medical Superintendent of the Asylum, and shall strictly observe the regulations made from time to time by the said Board of Management with regard to disinfection.
9. In the case of any breach of discipline on the part of a student, the Medical Superintendent may suspend him from attendance at the Asylum, and shall immediately report such suspension to the Clerk to the said Board of Management, who shall report the same to the Dean of the medical school to which the student belongs. The Board of Management may remove such suspension, or they may confirm the same, in which case the student shall cease to have any right of admission to the Asylum.
10. Paragraphs 3 to 9 (both inclusive) of this Order shall apply to any legally-qualified medical man who may desire to attend at any of the said Asylums for purposes of medical instruction, as if he were a student; but, so far as regards any such medical man, paragraphs 5 and 9 shall be read as if there was no reference in them to the medical school to which a student belongs.

And we hereby further order that the Medical Superintendent of each Asylum shall act as Clinical Instructor to the students attending that Asylum for the purposes of medical instruction.

ORDERS

OF

THE LOCAL GOVERNMENT BOARD.

PART IV.

ORDERS RELATING TO TRAINING SHIPS.

(1.)

SHERFIELD HOUSE.

(Order of the Local Government Board, dated 31st July, 1876.)

Whereas by an indenture, dated the 23rd day of December, 1872, made between James Theobald of the one part, and the Board of Management of the Forest Gate School District of the other part, the house, paddock, and other premises described in the margin hereof,* were demised unto the said Board of Management, their successors, and assigns, for the term of 21 years from the 25th day of December, 1872, at the yearly rent of £105, payable as therein mentioned, and subject to the covenants and conditions therein contained;

And whereas the Board of Management of the Metropolitan Asylum District have, with the consent of the Local Government Board, in pursuance of Section 11 of the Metropolitan Poor Amendment Act, 1869, acquired the ship "Exmouth" to be used for the training for the sea service of pauper boys chargeable to some Union or Parish within the said district;

And whereas the said house, paddock, and other premises are required by the said Board of Management of the Metropolitan

* See footnote, next page.

SHERFIELD HOUSE—continued.

*(Order of the Local Government Board, dated 31st July, 1876—
continued.)*

Asylum District for the purposes of the training ship above referred to :

Now, therefore, We, the Local Government Board, in pursuance of the powers given by the Statutes in that behalf, hereby Order as follows :—

Article 1.—The Board of Management of the said Metropolitan Asylum District shall take from the Board of Management of the said Forest Gate School District an assignment of the lease of the house, paddock, and other premises described in the margin hereof,* for the remainder of the term for which they were held by the Board of Management of the said Forest Gate School District under the indenture above mentioned, and at, under, and subject to the rent, covenants, and conditions therein contained.

Article 2.—The said house and other premises shall upon such assignment as aforesaid, be appropriated for the purpose of providing accommodation for the boys or other inmates of the said ship who may be infected with or suffering from fever or any other disease, and the said paddock shall be appropriated as garden ground for the cultivation of vegetables, and also for recreation until the Local Government Board shall otherwise order.

(2.)

GENERAL REGULATIONS.

(Order of the Local Government Board, dated 24th August, 1876.)

Whereas by Section 11 of “The Metropolitan Poor Amendment Act,” 1869, it is enacted, that the Managers of any School or Asylum District may, with the consent of the Poor Law Board, purchase, hire, or otherwise acquire and fit up and furnish one or more Ships to be used for the training of boys for the Sea service,

* *Note in margin.*—All that messuage or tenement situate in the town of Grays, Thurrock, and known as Sherfield House, with the offices, gardens, and land now occupied therewith, and containing 4 a. 2 r. 28 p. or thereabouts.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

and that every such Ship shall be deemed to be a School or Asylum, as the case may be, within the meaning of "The Metropolitan Poor Act," 1867, and the several Acts therein referred to as "The Poor Law Acts" respectively;

And whereas it is expedient that Rules and Regulations should be prescribed for the government of any Training Ship or Ships which may be acquired by the Board of Management of the Metropolitan Asylum District with the consent of the Local Government Board, in pursuance of the above-recited enactment, and for the appointment, remuneration, and duties of Officers, and the keeping of Accounts with reference to such Ship or Ships:

Now therefore, We, the Local Government Board, in pursuance of the powers given by the several Statutes in that behalf, hereby Order that the following Rules and Regulations shall be in force as regards every Training Ship acquired as aforesaid.

SECTION I.—EXPLANATION OF TERMS.

Article 1.—In this Order all words importing the singular shall be deemed and taken to include the plural and the plural the singular, unless the contrary as to number is expressly provided.

Whenever in this Order any Article is referred to by its number, the Article of this Order bearing the number referred to shall be taken to be signified thereby.

For the purposes of this Order, except where otherwise provided, the year shall commence on the twenty-sixth day of March in every year, and the week shall commence on Sunday, unless there be anything in the context inconsistent with such interpretation.

SECTION II.—ADMISSION.

Article 2.—The persons to be received into the Ship shall be boys chargeable to some Union or Parish within the Metropolitan Asylum District, being of such age,* and possessing such physical

* See Appendix D, p. 318.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—continued.)

qualifications, as may be determined from time to time by the Board of Management, with the consent of the Local Government Board.

Article 3.—Every boy, whether upon his first or any subsequent admission, shall be admitted upon an order, signed by the Clerk to the Board of Guardians of the Union or Parish from which he is sent, or in the case of a boy sent from a District School, by the Clerk to the School Managers, according to the Form in the Schedule (A) [pp. 277-8] to this Order.

The order of admission shall be accompanied—

1. In the case of a boy not an orphan or deserted by his parents, by the consent, under their signature, of the parents or the surviving parent, to be given in the Form* (No. 1) [p. 278] prescribed in the said Schedule, at the foot of the order of admission.
2. In the case of a boy sent from a District School, by the consent of the Guardians of the Union or Parish to which he is chargeable, such consent to be given in the Form* (No. 2) [p. 278] prescribed in the said Schedule, at the foot of the order of admission, and to be signed on behalf of the Guardians by their Clerk.
3. By a certificate in the Form (No. 3) [p. 278] prescribed in the said Schedule, at the foot of the order of admission, to be signed by a Medical Officer of the Union or Parish to which the boy is chargeable, or if the boy is sent from a District School, then by the Medical Officer of such School, which certificate the Medical Officer is hereby required to give, upon request from the Board of Guardians of the Union or Parish, or the School Managers in every case in which, after due examination, he may find that in his judgment the boy is free from disease and fit for training for the sea service.

The order of admission shall be signed by the Clerk by direction of the Board of Guardians or the School Managers, as the case may be; but such direction shall not be given until the consents

* Forms altered, see pp. 309, 310.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

and certificate above mentioned have been laid before the Board of Guardians or the School Managers.

Article 4.—No boy shall be admitted under any such order if the same bear date more than six days before the boy, or some one acting on his behalf and in his company, presents it at the Ship.

Article 5.—Immediately on admission the boy shall be placed in a Probationary Ward to be provided for the reception of boys on admission, and shall then be examined by the Medical Officer.

Article 6.—If the Medical Officer upon such examination pronounce the boy to be labouring under any disease, or otherwise to be unfit for the sea service, the boy shall be placed in such part of the Probationary Ward as the Captain-Superintendent shall direct, and a report upon the case shall be made to the Ship Committee by the Captain-Superintendent.

Provided that if any boy shall on presentation be found to be suffering from any contagious or infectious disease, the Captain-Superintendent may, upon the certificate of the Medical Officer, at once direct the person by whom he has been brought to take him back to the Union or Parish or District School from which he may have been sent.

Article 7.—If the Medical Officer pronounce the boy to be free from disease, and fit for sea service, he shall be retained in the Probationary Ward for such time as the Medical Officer may deem requisite, and at the end of that time he shall be sent on board the Ship.

Article 8.—After examination by the Medical Officer on admission, the boy shall be thoroughly cleansed, and clothed in a suitable dress, and the clothes which he wore at the time of his admission shall be purified and deposited in a place appropriated for that purpose, with the boy's name affixed thereto. If the clothes were the property of the boy or of his parents, they shall be restored to him when he leaves the Ship, but if they belong

Amended,
see p. 302.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

Amended,
see p. 302.

to the Guardians of the Union or Parish to which he may be chargeable, or to the School Managers, they shall be restored to such Guardians or Managers. In the case of the death of any boy whilst in the Ship, the clothes shall be disposed of as the Ship Committee may direct.

Article 9.—Every boy, upon his admission into the Ship, shall be searched by or under the inspection of the proper officer, and all articles prohibited by any Act of Parliament, or by this Order, or by the Regulations made by the Ship Committee, which may be found upon his person shall be taken from him, and dealt with as the Board of Management or the Ship Committee may direct, and a record of the same shall be duly made and preserved according to their directions.

Article 10.—The Board of Management shall not admit into the Ship, or retain therein, a larger number of boys than that which may from time to time be fixed by the Local Government Board.

SECTION III.—DISCHARGE.

Article 11.—Whenever the Board of Guardians of any Union or Parish in the District shall direct the discharge of any boy chargeable to such Union or Parish, he shall thereupon be discharged from the Ship.

Article 12.—Whenever the parent of any boy in the Ship, being an inmate of any Workhouse of any such Union or Parish, shall have given reasonable notice of an intention to quit such Workhouse, and the Master of such Workhouse shall inform the Captain-Superintendent of the Ship, in writing, of such notice, the boy shall be discharged.

Article 13.—Whenever the Ship Committee, upon proof of gross or continued misconduct of any boy, shall, after consulting the Chaplain and Captain-Superintendent, be of opinion that the continuance of such boy in the Ship is incompatible with the moral welfare of the other boys, and the general efficiency of the Ship,

GENERAL REGULATIONS—*continued.*

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

and shall thereupon determine that such boy shall not remain in the Ship, they shall give immediate notice of such determination, with a full statement of the grounds thereof, to the Clerk to the Guardians of the Union or Parish, or the Clerk to the Managers of the District School from which such boy shall have been sent to the Ship, and shall thereupon send such boy to the Workhouse of such Union or Parish, or to such District School.

Article 14.—Whenever, in the judgment of the Ship Committee, any boy, through illness or other cause, is or has become incapacitated, either permanently or for any considerable length of time, for the training for which the Ship is established, such boy shall, as soon as practicable, under the direction of the said Committee, be discharged from the Ship, and shall be sent either to the District School from which he was sent, or to the Workhouse of the Union or Parish to which he is chargeable, according as such Committee may determine, notice being first given as provided in Article 13.

Should any boy, however, while becoming, from any cause, unfit for sea service nevertheless be fit for employment in a military or naval band, or for any industrial occupation, it shall be in the option of the Ship Committee to retain such boy for a reasonable length of time with the view, if practicable, of providing for him in either of those occupations.

Article 15.—The Board of Management shall, so far as is practicable, give at least a month's notice previous to any boy attaining the age of sixteen years, to the Clerk to the Guardians of the Union or Parish to which such boy is chargeable, and shall send him to the Workhouse of such Union or Parish as soon as he has attained that age.

SECTION IV.—DISCIPLINE AND DIET.

Article 16.—All the boys, except the sick, shall rise, go into school, leave school, go to work, leave off work, and go to bed, at such times, and shall be allowed such intervals for their meals as

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—continued.)

the Board of Management may, with the approval of the Local Government Board, determine, and the several times shall be notified by the ringing of a bell or sound of a bugle, and shall be duly entered in a table, copies of which shall be given by the Clerk to the Captain-Superintendent, and every other officer and assistant officer, and shall also be kept by the Captain-Superintendent hung up in the mess-deck, the school-rooms, the sleeping-decks, the kitchen, the committee-room, and in any other parts of the Ship that the Board of Management may direct.

Article 17.—The meals shall be taken by all the boys, except the sick, in the mess-deck, and in no other place whatever, and during the time of meals, order and decorum shall be maintained.

Article 18.—No boy shall go into or remain in his sleeping-deck, except by permission of the Captain-Superintendent, at any other time than bed-time.

Article 19.—The Captain-Superintendent shall (subject to the directions of the Board of Management) determine the occupation or employment which may be suitable for the boys, according to their age; and every boy capable of working shall be employed and instructed in some branch of the training for which the Ship is established.

Article 20.—The boys shall be dieted with the food and in the manner set forth in the Dietary Table which may, with the approval of the Local Government Board, be prescribed for observance in the Ship, and no boy shall have or consume any liquor, or any food or provision other than is allowed in the said Dietary Table, except on Christmas Day, or on the occasion of any public festival, or thanksgiving, or by the direction in writing of the Medical Officer as provided in Article 21.

Article 21.—Provided,

First.—That the Medical Officer may direct in writing such diet in any individual case as he may deem necessary, and

GENERAL REGULATIONS—*continued.*

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

the Captain-Superintendent shall obey such direction until the next visit of the Ship Committee, when he shall report the same in writing to such Committee.

Secondly.—That if the Medical Officer at any time certify that he deems a temporary change in the diet essential to the health of the boys, the Board of Management shall cause a copy of such certificate to be entered on the minutes of their proceedings, and may forthwith order, by a resolution, the said diet to be temporarily changed, according to the recommendation of the Medical Officer, and shall forthwith transmit a copy of such certificate and resolution to the Local Government Board.

Article 22.—The clothing to be worn by the boys shall be made of such materials as the Board of Management may determine, and shall be provided for them by that Board.

Article 23.—The boys shall be instructed in reading, writing, arithmetic, and the principles of the Christian Religion, and shall be employed in such training as may be necessary to render them fit for the sea service; and such other instruction shall be imparted to them as may be calculated to produce in them habits of industry and virtue, and to promote their future usefulness and welfare.

Provided that if the Ship Committee shall so direct, any boy who has been out to service and has returned to the Ship may be employed wholly upon works of industry, without being required to attend the classes for intellectual instruction.

Article 24.—The Ship Committee may make such arrangements as they may deem expedient for allowing the boys to quit the Ship, under the care and guidance of some one or more of the officers, for the purpose of exercise.

Article 25.—Any boy may be visited by permission of the Captain-Superintendent or officer in charge, subject to such conditions and restrictions as the Board of Management or the Ship

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—continued.)

Committee may prescribe; but no article of food or liquor shall be allowed to be given to or left with a boy at any such interview, unless the sanction of the Captain-Superintendent or officer in charge shall have been first obtained.

Provided that this Article shall not apply to the visit of a Minister lawfully visiting any boy not belonging to the Established Church for the purpose of affording religious assistance or instruction to such boy.

Article 26.—No book or printed paper that has been disapproved of by the Ship Committee shall be allowed to be read or retained by any boy, and all books or printed papers introduced into the Ship otherwise than by such Committee shall be submitted to them for approval, except books containing religious instruction or consolation supplied by the Chaplain or by a Minister regularly visiting any boy not belonging to the Established Church.

Article 27.—No boy shall play at cards, or at any game of chance, in the Ship; and the Captain-Superintendent or other officer may take from any boy any cards, dice, or other articles applicable to games of chance, which may be in his possession, and deliver the same to the Ship Committee.

Article 28.—No boy shall have any matches or other articles of a combustible nature in his possession, and the Captain-Superintendent or other officer may take from any boy any article of such a nature.

Article 29.—Any licensed Minister of the religious persuasion of any boy who may at any time in the day enter the Ship for the purpose of affording religious assistance or instruction, shall give such assistance or instruction so as not to interfere with the good order and discipline of the Ship; and such assistance or instruction shall be strictly confined to boys who are of the religious persuasion of such Minister, and whom such Minister shall have been lawfully authorised to visit or instruct.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

Article 30.—No work, except cooking and the necessary work of the Ship, shall be performed on Sunday, Good Friday, Christmas Day, or any day appointed for a public fast or thanksgiving.

Article 31.—Prayers shall be read every morning and evening, and Divine Service shall be performed every Sunday, Good Friday, and Christmas Day in the Ship, unless the Board of Management, with the consent of the Local Government Board, otherwise direct.

PUNISHMENTS.

Article 32.—Any boy, being an inmate of the Ship, who shall neglect to observe such of the regulations in this Order as are applicable to him as such inmate ;—

Or shall tell a lie ;

Or shall use obscene or profane language ;

Or shall by word or deed insult any person ;

Or shall not duly cleanse himself ;

Or shall be wilfully inattentive in the schoolroom or other place of instruction ;

Or shall refuse or neglect to work ;

Or shall play at cards or other games of chance ;

Or shall attempt to leave the Ship by otherwise [other] than the appointed means ;

Or shall misbehave in going to, at, or returning from Divine Service or Prayers.

Or shall wilfully disobey any lawful order of any officer or assistant officer of the Ship ;

Shall be deemed **DISORDERLY** ; and the Captain-Superintendent may punish any disorderly boy by substituting, during a time not greater than forty-eight hours, for his dinner, as prescribed by the Dietary, a meal consisting of eight ounces of bread, or one pound of cooked potatoes or boiled rice, and also by withholding from

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

him, during the same period, all butter, cheese, tea, sugar, or broth, which such boy would otherwise receive at any meal, during the time aforesaid.

Article 33.—Any boy being an inmate of the Ship, who shall, within seven days, repeat any one, or commit more than one, of the offences specified in Article 32 ;—

Or who shall by word or deed insult the Captain-Superintendent, or any other officer, or any assistant, or any of the Board of Management ;

Or shall wilfully disobey any lawful order after such order shall have been repeated ;

Or shall unlawfully strike or otherwise unlawfully assault any person ;

Or shall wilfully or mischievously damage or soil any books or any property whatsoever belonging to the Board of Management ;

Or shall wilfully waste or spoil any provisions, stock, tools, or materials for work belonging to the Board of Management ;

Or shall act or write obscenely or profanely ;

Or shall wilfully disturb other persons at Divine Service or Prayers ;

Shall be deemed REFRACTORY, and shall be liable to be punished by the Captain-Superintendent by confinement in a separate ward for any period not exceeding twenty-four hours, with or without an alteration of diet similar to that prescribed in Article 32, or by corporal punishment.

Article 34.—If any boy endeavour to excite others to insubordination, or persist in any offence whereby a boy becomes refractory, such boy may be punished by all or any combination of the modes of punishment hereinbefore prescribed.

Article 35.—Any modification of punishment suggested in any case by the Medical Officer, upon grounds connected with the

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—continued.)

health of the boy then under punishment, shall be adopted by the Captain-Superintendent.

Article 36.—No boy shall be confined between six o'clock in the evening and six o'clock in the morning, without being furnished with a hammock and bedding suitable to the season, and with the other proper conveniences.

Article 37.—No corporal punishment shall be inflicted on any boy, except by order of and in presence of the Captain-Superintendent.

Article 38.—No corporal punishment shall be inflicted on any boy with any instrument which shall not have been approved of by the Board of Management or the Ship Committee.

Article 39.—No corporal punishment shall be inflicted on any boy until two hours shall have elapsed from the commission of the offence for which such punishment is inflicted.

Article 40.—The Captain-Superintendent shall keep a book, to be furnished by the Board of Management, in the Form (B) [p. 279] in the Schedule to this Order, in which he shall duly enter all cases of boys who have been punished, with the particulars of their respective offences and punishments.

Article 41.—Such book shall be laid before the Ship Committee, who shall take into their consideration the cases in which punishments are reported to have been inflicted, and shall record in the same book their approval or disapproval of such punishment in every case.

SECTION V.—GENERAL MANAGEMENT.

Article 42.—The Board of Management shall once at least in every year, and as often as may be necessary for cleanliness, take such steps as may be requisite for cleaning and purifying the decks and offices of the Ship.

Article 43.—The Board of Management shall cause the Ship, and all its rigging, boats, furniture, and appurtenances, to be kept

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—continued.)

in good and substantial repair; and shall, from time to time, remedy without delay any such defect in the repair of the Ship, its drainage, warmth, or ventilation, or in the rigging, boats, furniture, or fixtures thereof, as may tend to injure the health of the inmates, or render it unfit for the purpose for which it is provided.

Article 44.—Subject to the Regulations herein contained, the guidance, government, and control of the Ship, and of the boys, as well as the officers, assistants, servants, and other persons therein, shall be exercised by the Board of Management, except in so far as the same may be delegated by that Board to the Ship Committee.

SECTION VI.—SHIP COMMITTEE.

Article 45.—The Board of Management, in conformity with any Orders in force for the time being with respect to the appointment of Committees, shall appoint from among their number a Committee for the Ship, to be termed the “Ship Committee,” of which Committee three shall form a Quorum.

Article 46.—The Ship Committee shall visit the Ship from time to time, inspect the reports of the officers, examine the stores, and investigate any complaints made to them.

Article 47.—The Ship Committee shall keep a record of all their transactions, including their visits to the Ship, in a Minute Book to be provided for the purpose, and shall present to the Board of Management at each of their ordinary meetings a Report of such matters as the Committee may deem it requisite to bring under the notice of the Board. They shall also, once at least in each quarter of a year, enter in a Book to be provided for that purpose, such observations as they may think fit to make respecting the dietary, accommodation, and treatment of the boys in the Ship, and such Book shall be laid before the Board of Management from time to time, according as they may direct.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

SECTION VII.—APPOINTMENT OF OFFICERS.

Article 48.—The following officers of the Ship shall be termed Principal Officers; namely,—

Captain-Superintendent,
Medical Officer,
Chaplain, and
Schoolmaster.

Amended,
see p. 309.

Article 49.—The persons holding any of the following offices in the Ship shall be termed Subordinate Officers; namely,—

Chief Officer,
Stocktaker,
Storekeeper,
Infirmary Attendant,
Master-at-Arms,
Seaman Instructor,
Trades Instructor,
Bandmaster,
Cook, and
Assistants to any of the Principal Officers.

Amended,
see p. 302.

The Subordinate Officers above-mentioned, as well as such other Subordinate Officers, servants, and other persons as the Board of Management may deem it necessary to employ in or about the Ship, shall be appointed or employed upon such terms and conditions and with such duties as shall appear to the Board of Management to be suitable, subject to the provisions of Articles 63, 64, and 65, with regard to the duties of a Storekeeper, Infirmary Attendant, or Master-at-Arms, and subject also to the approval by the Local Government Board of the report to be made to them from time to time of the salaries paid, and the number of persons appointed or employed.

GENERAL REGULATIONS—*continued.*

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

SECTION VIII.

The provisions contained in the under-mentioned sections of the Orders of the Local Government Board, dated the 10th day of February, 1875, as amended by their Orders, dated the 22nd day of June, 1875, with reference to officers of Asylums provided by the Board of Management, shall, so far as they may be applicable, apply to the Officers to be appointed for the Ship, namely :—

SECTION IX.—MODE OF APPOINTMENT. [See page 148.]

SECTION X.—SALARIES OF OFFICERS. [See page 149.]

[*Payments to Subordinate Officers for Extra Services, see p. 310.*]

SECTION XI.—QUALIFICATIONS OF OFFICERS. [See page 150]

*SECTION XII.—DELEGATION TO COMMITTEE OF POWERS IN REGARD TO THE APPOINTMENT OF OFFICERS. [See page 151.]

*SECTION XIII.—CONTINUANCE IN OFFICE AND SUSPENSION OF OFFICERS.—APPOINTMENT OF SUBSTITUTES.—SUPPLY OF VACANCIES.—PAYMENT OF SALARIES. [See page 153.]

SECTION XIV.—SECURITIES OF OFFICERS. [See page 155.]

SECTION IX.—DUTIES OF OFFICERS.

Article 50.—All the Officers shall respectively perform the duties, if any, prescribed by any Orders of the Poor Law Board or the Local Government Board in force for the time being, as well as all such duties conformable to the nature of their respective offices as the Board of Management or the Ship Committee may lawfully require them to perform; and such duties shall be performed by the several assistants in aid of, and subject to the control of, their respective superiors, and of the Board of Management or the Committee.

* Sec. XII. and part of Sec. XIII. are rescinded. For Regulations substituted therefor, see p. 183 *et seq.*

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—continued.)

Article 51.—In every case not otherwise provided for by this Order, every officer or other person shall perform his duties in person, and shall not intrust the same to a deputy, except with the special permission of the Local Government Board on the application of the Board of Management.

Article 52.—No officer or other person shall, except in case of necessity, and then under the authority of the Captain-Superintendent, purchase or procure any article for use in the Ship, or order any alteration or repair of any part thereof, or of the furniture or other articles belonging thereto, without the authority of the Ship Committee, or apply any article belonging to the Board of Management to purposes other than those authorised or approved by them.

Article 53.—No officer or other person appointed to or holding any office or employment in the Ship under the Board of Management or the Ship Committee shall, directly or indirectly, receive or bargain to receive any gratuity, percentage, or allowance of any kind with reference to any contract with the Board of Management, or in respect of any payment made or to be made for goods supplied or work executed according to the order of the Board of Management, or on their behalf, or in respect of any duty done or business transacted by such officer or other person in the discharge or performance of his office or employment.

Article 54.—No officer or other person shall directly or indirectly cause to be paid to himself, or shall pay away on his own account or for his own benefit, any cheque drawn by the Board of Management, and made payable to any person other than himself.

Article 55.—Every officer or other person who may receive money on behalf of the Board of Management shall forthwith pay the same into the hands of their Treasurer to their credit, notwithstanding that any salary or balance may be due from the Board of Management to such officer or other person.

GENERAL REGULATIONS—continued.

*(Order of the Local Government Board, dated 24th August, 1876—
continued.)*

DUTIES OF THE CAPTAIN-SUPERINTENDENT.

Article 56.—The following shall be the duties of the Captain-Superintendent :—

- No. 1. To admit the boys into the Ship, and to cause every boy, upon admission, to be examined by the Medical Officer.
- No. 2. To cause each boy, upon admission, to be cleansed and properly clothed, and to be placed in the Probationary Ward.
- No. 3. To keep the Register of the Religious Creed of the boys required to be kept by the Poor Law Amendment Act, 1868, in the Form (C) [p. 280] in the Schedule to this order, and to allow the same to be inspected, by every person entitled by law to inspect it, at any time of any day, except Sunday, between the hours of Ten o'clock before noon and Four o'clock in the afternoon.
- No. 4. To enforce industry, order, punctuality, and cleanliness, and the observance of all regulations for the government of the Ship by the boys, and by the several officers, assistants, and servants therein.
- No. 5. To read prayers to the boys every morning and evening, or cause prayers to be read by the Schoolmaster or some assistant officer.
- No. 6. To visit the sleeping-decks of the boys once at least in the forenoon of every day, and see that such decks have been properly cleansed and aired, and are in a satisfactory state in all respects.
- No. 7. To see that the meals of the boys are duly provided, dressed, and served, and that grace is said before and after each meal.
- No. 8. To superintend the industrial training and employment of the boys under the proper officers appointed for that purpose,

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

according to the direction of the Board of Management, or of the Ship Committee.

No. 9. To visit all sleeping-decks of the boys before nine o'clock every night.

No. 10. To see that the boys are properly clothed, and that their clothes are kept in proper repair.

No. 11. To send for the Medical Officer in case any boy is taken ill, and to take care that all the boys who are sick are duly attended by the Medical Officer, and are provided with such medicines and attendance, diet and other necessaries, as the Medical Officer or the Board of Management or the Ship Committee direct; and in the case of dangerous sickness, to send for the Chaplain, and to give notice to any relative or friend of the sick boy whom he may know to be resident within a reasonable distance.

No. 12. To take care that no boy when labouring under severe illness, or at the approach of death, shall be left unattended either during the day or the night.

No. 13. To give immediate information, by post or otherwise, of the death of any boy in the Ship to the Medical Officer, if not present at the death, and to the nearest relations of the deceased who may be known to him, and to the Guardians of the Union or Parish, or to the Superintendent of the District School, from which the boy shall have been admitted; and if the body be not removed within a reasonable time, to provide for the interment thereof.

No. 14. To cause the death of every boy dying in the Ship to be duly notified to the proper Registrar of Births and Deaths within five days after the day of such death; and also to enter such death in a register kept according to the Form (D) [p. 280] in the Schedule to this Order.

No. 15. To keep all books or accounts which he may be directed

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—continued.)

to keep by this Order, or by any Order of the Local Government Board which may hereafter be issued, to allow the same to be constantly open to the inspection of the Clerk to the Board of Management, and of any member of that Board, and to submit the same to the Board of Management or the Ship Committee at their ordinary meetings.

No. 16. To give immediate notice to the Clerk to the Board of Management whenever the number of boys shall exceed the maximum number which may be prescribed by the Local Government Board.

No. 17. To enter in a book and report to the Board of Management or the Ship Committee from time to time the names of such boys as are fit to be apprenticed to the sea service or other employment, such as ship-carpentry, ropemaking, victualling, or other marine trade, or for admission to a military or naval band, and also to report the names of such boys as may be within one month of sixteen years of age, and to take the necessary steps for carrying into effect the directions of the Board of Management or the Ship Committee thereon.

No. 18. To take care that every deck, room, larder, kitchen, and other office of the Ship, and all the rigging, boats, utensils, and furniture thereof, is kept clean and in good order; and as often as any defect in the same, or in the state of the Ship, shall occur, to report the same in writing to the Board of Management or the Ship Committee at their next ordinary meeting.

No. 19. To submit to the Board of Management or the Ship Committee, at every ordinary meeting, a report of the number of boys in the Ship, according to any form which may from time to time be framed by them.

No. 20. To bring before the Ship Committee or the Board of Management any boy desirous of making a complaint or application to them.

GENERAL REGULATIONS—*continued.*

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

No. 21. To keep a book, in which he shall enter all his written reports to the Ship Committee, and to lay the same before the said Ship Committee at every ordinary meeting.

No. 22. To inform the Ship Committee of the state of the Ship in every department, and to report when he deems it necessary, in writing to such Committee any negligence or other misconduct on the part of any of the officers, servants, or other persons, which shall come to his knowledge; and generally to observe and fulfil all lawful orders and directions of the Board of Management or of the Committee suitable to his office.

Article 57.—The Captain-Superintendent shall punctually enter up and accurately keep the following Books and Accounts,* according to the Forms and directions in the Schedule to this Order:—

No. 1. *An Inventory* [p. 283]. In this Book shall be entered a list of all the fixtures, furniture, utensils, boats, rigging, and other appurtenances belonging to the Ship, as well as of the bedding, house linen, and other property therein not included in the Provisions and Clothing Books, and every particular relating to the use or disposal thereof; and such Book shall be completed from time to time by the entry of articles purchased or otherwise obtained, and of articles condemned as worn out, sold, or otherwise disposed of by the direction of the Ship Committee.

No. 2. *The Admission and Discharge Book* [p. 284]. In this Book shall be kept an account of every boy admitted into, and of every boy dying in, or discharged from the Ship, and such account shall be balanced weekly, or, if the Board of Management or the Ship Committee so direct, daily.

* The keeping of these books is now transferred to the Steward (Paymaster) (see p. 303).

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

No. 3. *The Relief Lists* [p. 285], in which shall be entered, for each Union and Parish in the District, the names of the boys chargeable thereto, with the number of days in each week of the half-year during which each such boy has been in the Ship, and the other particulars set forth in the Form.

No. 4. *The Abstract of Relief Lists* [p. 286], in which shall be entered the aggregate number of days in each week, and in the half-year, passed in the Ship by the boys chargeable to each Union and Parish, and the total number of such days for all the Unions and Parishes, for each week and for the half-year.

No. 5. *A Day Book* [p. 287], in which shall be entered the amount of the invoices of all goods delivered and bills for all work done at the Ship, together with the several particulars relating thereto, as prescribed by the Form in the said Schedule. The entries shall be made on the dates of the deliveries and receipts respectively, and the book shall be made up weekly.

The invoices and bills shall be entered and numbered in the order in which they are received, and shall be filed and preserved in the same order.

No. 6. *A Summary of the Day Book* [p. 288].

No. 7. *The Receipt and Payment Book* [p. 289], in which shall be entered all moneys received and paid by the Captain-Superintendent on account of the Board of Management, under their proper dates. He shall balance this Account once every month, or oftener if required to do so by the Board of Management or the Ship Committee; and for all moneys received he shall give a receipt from a *Receipt Check Book* [p. 290], in the Form in the said Schedule.

No. 8. *The Daily Provisions Consumption Account* [p. 291]. In this Account shall be entered the number of boys at each meal in the Ship, and the quantities of the principal articles of provisions daily consumed by them.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

In this Account may be shown the allowance claimed by the Captain-Superintendent in respect of waste or unavoidable loss in the preparation or distribution of the provisions, and the quantities of any provisions supplied for any extraordinary occasion.

No. 9. *The Weekly Provisions Consumption Account* [p. 292].

In this Account shall be entered the quantities of the principal articles of provisions consumed by the boys in the Ship; and also the quantities taken from the stores for the officers and servants of the Ship in each week, and those supplied to the boys on extraordinary occasions.

No. 10. *The Provisions Receipt and Consumption Account* [p. 293].

In this Account shall be entered the quantities of the several articles of provisions received and consumed weekly, and the quantities on hand at the commencement and end of every week, and the other particulars in the Form in the said Schedule.

No. 11. *A Quarterly Summary of Provisions Received and Consumed* [p. 294]. This Summary shall be made up from the said *Provisions Receipt and Consumption Account*, and shall be completed quarterly.

No. 12. *A Quarterly Balance of the Provisions Account* [p. 295].

In this Account shall be entered the total quantities and values of the several articles of provisions received and consumed in the quarter, and also the quantities and values of the several articles in store at the beginning and end of the quarter, and the other particulars set forth in the Form in the Schedule. When the account has been made up and balanced, it shall be submitted to the Ship Committee, or some member thereof, who shall enter a memorandum at the foot of the Account, certifying to the same having been submitted to them or one of them; Provided that if a Stocktaker be appointed or

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

directed by the Board of Management to act for the Ship the Certificate shall be signed by him.

No. 13. *The Clothing Materials Receipt and Conversion Account* [p. 296]. In this Account shall be entered a statement of all the articles of clothing materials and of bed and house linen (not made up) from time to time received into the Ship, and the several particulars of their conversion set forth in the Form in the Schedule.

No. 14. *The Clothing Receipt and Expenditure Account* [p. 297]. In this Account shall be entered on the one side the several articles of clothing received from tradesmen or made up in the Ship, and on the other side the several articles given out, together with the numbers marked thereon.

The articles shall, before they are given out, except when they are given out to boys quitting the Ship, be marked on the inside with the words "The _____ Training Ship," and, as far as practicable, be numbered in suits, so that all the articles of a suit shall bear the same number.

The numbers shall begin with No. 1, and follow each other consecutively; but whenever any article shall have been condemned, or cut up for use in mending other articles, or supplied to boys quitting the Ship, its number may be marked on another article of the same description, the previous number thereon, if any, being obliterated.

No. 15. *The Clothing Materials Receipt and Conversion Account* [p. 296], and *The Clothing Receipt and Expenditure Account* [p. 297], shall be made up, balanced, and compared with the stock in store at the end of every half-year by the Captain-Superintendent in the presence of the Ship Committee or some member thereof, when the Accounts of the Metropolitan Asylum District are closed, as and at such other times as the Board of Management may require; and in these Accounts the like

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

memorandum shall be entered as in the *Quarterly Balance of the Provisions Account*: Provided that if a Stocktaker be appointed or directed by the Board of Management to act for the Ship, the Certificate shall be signed by him.

No. 16. *The Clothing Register Book* [p. 298]. In this book shall be entered, under the number marked on the suit of clothes given out to each boy admitted into the Ship, the name of the boy, together with the dates of his admission and discharge; and a ticket bearing such number shall be attached to the boy's own clothes.

In addition to the number marked on the clothes, the Captain-Superintendent shall insert in the said Book a number to indicate the size of the suit.

The Board of Management may, if they see fit, dispense with the keeping of this Book.

No. 17. *The Necessaries and Miscellaneous Account* [p. 299]. In this Book the Captain-Superintendent shall enter punctually, according to the proper dates, all articles, goods, and materials received by him for use or consumption in the Ship, other than provisions, clothing, materials for repairs, and such articles as are entered in the *Inventory Book*. He shall also enter therein the consumption of such articles, goods, and materials in respect of the Ship, the boys, and the officers and servants of the Ship, as the case may be. This Account shall be kept weekly, unless the Board of Management shall authorise its being kept monthly.

No. 18. *A Quarterly Summary of the Necessaries and Miscellaneous Account* [p. 300] shall be made by the Captain-Superintendent at the end of every quarter from the *Necessaries and Miscellaneous Account*, according to the Form in the Schedule.

No. 19. *A Quarterly Balance of the Necessaries and Miscellaneous Account* [p. 301]. In this Account shall be entered

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—continued.)

the total quantities and values of the several articles, goods, and materials received and consumed in the quarter, and also the quantities and values of the same in store at the beginning and end of the quarter, in the Form set forth in the said Schedule, and shall submit the same to the Ship Committee or some member thereof when so made up and balanced, who shall enter a memorandum at the foot of the account certifying to the same having been submitted to them or one of them: Provided that if a Stocktaker be appointed or directed by the Board of Management to act for the Ship, the Certificate shall be signed by him.

The word "Provisions" in this Article shall include all articles of food specified in the Dietary Tables, or supplied in rations to the officers and servants of the Ship, or expressly ordered for any boy upon the recommendation of the Medical Officer. The word "Necessaries" shall include all articles supplied to any boy specially, either by way of nourishment, or as stimulant, or in bodily relief, which are not entered in the Provisions Account.

Article 58.—If it be found necessary that the Ship Committee or any member thereof, or the Stocktaker, should make any addition to the certificate in respect of any article, matter, or materials in which the entry made by the Captain-Superintendent is not, in the opinion of the member or members, or of the Stocktaker, signing the same, correct, the Captain-Superintendent shall in such case cause the book containing such addition and certificate to be laid before the Board of Management at their next meeting.

Article 59.—So much of this Order as relates to the duties of the Captain-Superintendent shall be applicable to and be binding upon any person having the charge of the Ship during the temporary absence of the Captain-Superintendent, or any vacancy in the office of Captain-Superintendent.

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

DUTIES OF THE MEDICAL OFFICER.

Article 60.—The following shall be the duties of the Medical Officer:—

No. 1. To attend at the Ship at the periods fixed by the Board of Management, and also when sent for by the Captain-Superintendent.

No. 2. To attend duly and punctually upon the boys in the Ship requiring medical attendance, and to prescribe and dispense the requisite medicines for them.

No. 3. To examine the state of each boy on his admission into the Ship, and make a record of the same, and to give the requisite directions to the Captain-Superintendent for his treatment.

No. 4. To give directions from time to time as to the diet and treatment of the sick boys, and to make any suggestions to the Captain-Superintendent and to the Ship Committee which he may deem requisite with reference to the health of the boys in general.

No. 5. To vaccinate such of the boys as may require vaccination.

No. 6. To report in writing to the Ship Committee at each meeting any defect in the diet, drainage, ventilation, warmth, or other arrangements of the Ship, or any excess in the number of the inmates in the Ship, which he may deem to be detrimental to the health of the inmates.

No 7. To report in writing to the Ship Committee any defect which he may observe in the arrangements of the sick wards, and in the performance of their duties by the Infirmary Attendants.

No. 8. To make a return to the Board of Management, at each ordinary meeting, in a book prepared according to the Form (E) [p. 251] in the Schedule to this Order, and to insert therein

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—continued.)

the particulars required by such Form to be inserted by the Medical Officer, and to enter in such return the death of every boy who may die, together with the apparent cause thereof.

No. 9. To enter in the commencement of such book according to the Form (F) [p. 282] in the said Schedule, the proper dietary for the sick in the Ship in so many different scales as he shall deem expedient.

No. 10. To give to the Board of Management or the Ship Committee, when required, any reasonable information respecting the case of any boy who is or has been under his care; to make any such written report relative to the condition of the Ship or of the boys as the Board of Management, the Ship Committee, or the Local Government Board may require of him; and to attend any meeting of the Board of Management or the Committee, when requested by either of them to do so.

No. 11. To give a certificate respecting boys whom it is proposed to apprentice.

No. 12. In keeping the book prescribed by this Order, to employ, so far as is practicable, the terms used or recommended in the Regulations and statistical nosology issued by the Registrar-General, and also to show when the visit or attendance made or given was made or given by any person employed by himself.

[Additional duty, see p. 303.]

DUTIES OF THE CHAPLAIN.

Article 61.—The following shall be the duties of the Chaplain:—

No. 1. To read prayers according to the Liturgy of the Church of England, and preach a sermon to the boys and other inmates of the Ship on every Sunday, and on Good Friday and Christmas Day, unless the Board of Management, with

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

the consent of the Local Government Board, shall otherwise direct.

No. 2. To attend on board the Ship twice a week, for the purpose of imparting religious instruction to the boys, and to ascertain, by frequent examination, their general intellectual and moral progress.

No. 3. To make a record of every such examination, as also of the general progress and condition of the boys, in a book to be kept for that purpose, to be laid before the Ship Committee at their next ordinary meeting, to be termed “The Chaplain’s Report Book.”

No. 4. To visit and give religious consolation to the sick boys according to their several necessities and capacities.

Provided that the duties prescribed in No. 1, and so much of Nos. 2 and 4 as requires the Chaplain to impart religious instruction shall not apply to any boy who shall be regularly visited by a Minister of his own religious creed for the purpose of religious instruction, if the parents or surviving parent, or, in the case of an orphan or deserted child, if such Minister make request in writing to the effect that he shall not be instructed in any other religious creed or be required or permitted to attend the service of any other religious creed than that entered in the Register of Religious Creed herein provided; except any boy above the age of twelve years who shall desire to receive instruction in some other creed, or to attend the service of any other religious creed, and who shall be considered by the Local Government Board to be competent to exercise a judgment upon the subject.

DUTIES OF THE SCHOOLMASTER.

Article 62.—The following shall be the duties of the Schoolmaster:—

No. 1. To instruct the boys in reading, writing, arithmetic, and

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—continued.)

the principles of the Christian Religion; to give them such other instruction as may render them fit for the sea service; to train them in habits of usefulness, industry, and virtue; and generally to regulate the discipline of the boys under his instruction, subject to the directions of the Captain-Superintendent and the Ship Committee.

No. 2. To keep the boys punctual, orderly, and decorous in their conduct, by enforcing proper discipline among them; to assist the Captain-Superintendent in maintaining due subordination, discipline, and propriety of behaviour at all times; and to report in writing to the Captain-Superintendent every occurrence in his opinion unfavourable to the welfare of the boys.

DUTIES OF THE STOREKEEPER.*

Article 63.—The following shall be the duties of the Storekeeper:—

No. 1. To keep such portion of the Medical Relief Book prescribed in this order as is assigned to him in the Form (E) [p. 281] in the Schedule to this Order, and to keep all books or accounts which he may hereafter, by any Order of the Local Government Board, be directed to keep, to allow the same to be constantly open to the inspection of any Member of the Board of Management and their Clerk, and to submit the same to the Ship Committee at their ordinary meetings.

No. 2. To submit to the Ship Committee at every ordinary meeting an estimate of such provisions and other articles as are required for the use of the Ship, and to receive and execute the directions of the Committee thereupon.

* Title subsequently altered to Steward (p. 303), and afterwards to Paymaster and Storekeeper (p. 311.)

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—continued.*)

No. 3. To receive all provisions and other articles purchased or procured for the use of the Ship, and before placing them in store to examine and compare them with the bills of parcels or invoices severally relating thereto; and after having proved the accuracy of such bills or invoices, to authenticate the same with his signature, and submit them to the Ship Committee at their next ordinary meeting.

No. 4. To receive and take charge of all provisions, clothing, linen, and other articles belonging to the Ship, or confided to his care by the Board of Management or the Ship Committee, and issue the same to the proper officers and servants, as may be required.

No. 5. To take care that all the clothing is properly numbered, and marked on the inside with the name of "The _____ Training Ship."

[Also to keep the books mentioned in Art. 57, p. 265.]

DUTIES OF THE INFIRMARY ATTENDANT.

Article 64.—The following shall be the duties of an Infirmary Attendant for the Ship:—

No. 1. To attend upon the sick boys, and to administer to them all medicines and medical applications, according to the directions of the Medical Officer.

No. 2. To inform the Captain-Superintendent and the Medical Officer of any defect which such Attendant may observe in the arrangements for the sick.

DUTIES OF THE MASTER-AT-ARMS.

Article 65.—The following shall be the duties of the Master-at-Arms:—

No. 1. To prevent any person, not being an officer of the Ship

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—continued.)

or of the Board of Management, an Inspector of the Local Government Board, a Minister of Religion, or any other person authorised by law, or by the Local Government Board, or Board of Management, from entering into or going out of the Ship without the leave of the Captain-Superintendent or of any [some] officer acting under his authority.

No. 2. To keep a book in which he shall enter the name of every officer, and the name and business of every other person, who shall go into or out of the Ship, together with the time when such officer or other person shall go in or out.

No. 3. To examine all parcels and goods, other than those addressed to any of the Principal Officers, before they are received into the Ship, and to prevent the admission of any articles contrary to any of the regulations in force for the government of the Ship, or otherwise contrary to law.

SECTION XV.—EXAMINATION, CLOSING, AND AUDITING OF ACCOUNTS; PURCHASE AND CUSTODY OF BOOKS AND PAPERS.

Article 66.—The provisions of any Orders of the Poor Law Board or the Local Government Board, in force in the District, in regard to the examining, closing, and Auditing of Accounts, as well as the half-yearly report to be made to the Local Government Board by the Auditor with respect to his examination of such Accounts, and also as to the purchase, custody, and production of Books and Accounts, shall be applicable to the Books and Accounts required to be kept under this Order [that is the provisions of Articles 10–45 of the Order dated 28th November, 1870, pp. 33–45.]

SECTION XVI.—INFIRMARY.

Article 67.—The regulations herein contained shall apply, so far as they are applicable, to any Infirmary or other building which may be provided on shore, by the Board of Management, for purposes relating to the Ship.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

SCHEDULE.

FORM (A). [Article 3.] [p. 248.]

Admission Order.

SCHOOL DISTRICT.
* _____ UNION [PARISH]. Dated this _____ day of _____ 18____.

To the Captain-Superintendent of the Metropolitan District Training Ship at _____.
Admit the Boy named and described as below.

Name.	Age.	Chest Measure- ment.	Description.†	Religious Persuasion			Nearest known Relative.	
				Of the Father.	Of the Mother.	Not known.	Name.	Address.

* Where the Boy is sent from a District School, the name of the Union or Parish to which he is chargeable should also be inserted.

† Insert "Orphan," "Deserted," or "Parent(s) in Workhouse," as the case may be; and where illegitimate, state so.

Clerk to Board of Guardians [School Managers].

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 24th August, 1876—
continued.*)

[p. 243].

Forms
altered,
see p. 309.

(No. 1.)—*Consent of Parents or Surviving Parent.*

We [I], the undersigned, being the parents [surviving parent] of the Boy above-named, hereby testify our [my] consent to his being sent for training for the sea service to the above-mentioned Metropolitan District Training Ship.

Signed { _____

Dated this _____ day of _____ 187 _____

[p. 248],

(No. 2.)—*Consent of Board of Guardians in the case of a Boy sent from a District School.*

The Guardians of the Poor of the _____ Union [Parish of _____] hereby testify their consent to the Boy above-named being sent for training for the sea service to the above-mentioned Metropolitan District Training Ship.

Signed by order of the Guardians.

Clerk.

Dated this _____ day of _____ 187 _____

[p. 248].

(No. 3.)—*Medical Certificate.*

I, the undersigned, do hereby certify that I have this day personally examined the Boy above-named, and that he is, in my judgment, free from disease, and fit, as regards his bodily and mental condition, for training for the sea service.

Signed _____

Medical Officer of the _____

Union [Parish of _____] [_____ District School].

Dated this _____ day of _____ 187 _____

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

TRAINING SHIP.

No. of the Case.	Name.	Offence.	Date of Offence.	Date of Punishment.	Punishment inflicted by Captain, Superintendent or other Officer.	Opinion of Ship Committee thereon.	Observations.

METROPOLITAN ASYLUM DISTRICT.

FORM (B). [Article 40.] [p. 257].

Punishment Book.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

FORM (E). [Article 60, No. 8, and Article 63, No. 1.]
METROPOLITAN ASYLUM DISTRICT.
Medical Relief Book.
[pp. 271 and 274.] TRAINING SHIP.

(A) To be filled up by the Medical Officer.

[illegible]

(B.) To be filled up by the Storekeeper, with the Articles actually given.

[illegible]

The Dietaries for the Sick are to be numbered thus :—No. 1. Ordinary Ship Diet. No. 2. Full Diet. No. 3. Low Diet. No. 4 Fever Diet. As regards the Sick Boys on Diet No. 1 (Ordinary Ship Diet) the extras only should be entered in this Book.

The number on each description of the Dietaries is to be carried by the Storekeeper at the close of each week to a Summary at the end of the Book, to be prepared in the following Form:—

WEEKLY SUMMARY.

[illegible]

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

FORM (F). [Article 60, No. 9.] [p. 272.]

* DIETARY FOR SICK BOYS.										
No. 1.	House Diet, being the ordinary diet for the Boys.									
No. 2.	Full Diet	BREAKFAST.		DINNER.					SUPPER.	
		ozs.	pints.	ozs.	pints.	ozs.	ozs.	pints.	ozs.	pints.
No. 3.	Low Diet	BREAKFAST.		DINNER.					SUPPER.	
		ozs.	pints.	ozs.	pints.	ozs.	ozs.	pints.	ozs.	pints.
No. 4.	Fever Diet	BREAKFAST.		DINNER.					SUPPER.	
		ozs.	pints.	ozs.	pints.	ozs.	ozs.	pints.	ozs.	pints.
<p>N.B.—Sugar, Arrow Root, Sago, Butter, Milk, Wine, Spirits, Porter, and Beer are, except when specified for a meal or part of a meal in the Dietary, in all cases to be treated as extras, to be expressly ordered when required, and the quantity is to be then specified in the proper column of this book.</p>										

* If thought proper by the Medical Officer, any additional number of Dietaries may be introduced, and numbered consecutively

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

FORM (G). [p. 265.]

[Article 57, No. 1.]

The Inventory Book.

METROPOLITAN ASYLUM DISTRICT.

Training Ship.

Captain-Superintendent.

Date of Entry.	(*)								Articles transferred, condemned, or disposed of.		
	Fixtures.	Furniture.	Utensils.	Boats.	Rigging.	Bedding. †	House Linen. †	Other Effects.	Date.	Notes of Articles transferred to other Parts of the Ship.	Notes of Articles condemned or disposed of.

* A separate page is to be devoted to each office, room, deck, or apartment, and in this space is to be inserted the name of the office, room, deck, or apartment to which the page is appropriated.

† Under the head "Bedding" are to be entered mattresses, beds, blankets, sheets, and rugs, and under "House Linen" are to be entered tablecloths and towels.

In the case of each apartment or division a blank space should be left for the insertion of new articles.

Notes of articles transferred to other parts of the Ship, condemned, or disposed of, should be made as soon as the same takes place, and the new purchases should be punctually entered so as to represent the exact state of the Ship in reference to the articles to be entered in this book at all times.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August 1876—
continued.)

FORM (H.) [Article 57, No. 2.] [p. 265.]

The Admission and Discharge Book.

METROPOLITAN ASYLUM DISTRICT.

Training Ship. _____ Captain-Superintendent.

ADMITTED.										DISCHARGED.																													
Year and Day of the Month.		Day of the Week.		Name.		Age.		Orphan.		Deserted.		Illegitimate.		Other Children.		Name and Address of nearest Relation.		To what Union or Parish chargeable.		Date of the Order of Admission.		Observations on Condition at the Time of Admission, and any other		General Remarks.		Year and Day of the Month.		Day of the Week.		Name.		To what Union or Parish chargeable.		How discharged; and if by Order, by whose Order.		In case of Death, say, "Dead."		Statement as to the Destination of the Children on quitting the Ship, whether to Apprenticeship, Service, or otherwise.	

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

FORM (I). [Article 57, No 3.] [p. 266.]
Relief List for the _____ *Union [or Parish].*

METROPOLITAN ASYLUM DISTRICT.

Training Ship. Half Year ending _____ 187 _____ Captain-Superintendent.

Deported.	Orphan.	Illegitimate.	Other Children.	Total.	Name of Boy.	Number of Days in the Ship in each Week.																											Totals for the Half-Year.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
						1st Week.	2nd Week.	3rd Week.	4th Week.	5th Week.	6th Week.	7th Week.	8th Week.	9th Week.	10th Week.	11th Week.	12th Week.	13th Week.	14th Week.	15th Week.	16th Week.	17th Week.	18th Week.	19th Week.	20th Week.	21st Week.	22nd Week.	23rd Week.	24th Week.	25th Week.	26th Week.	27th Week.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
				Totals of each Class.	Total Days for each Week -- }																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															

1. Whenever, in this List, two or more boys of the same name occur, the Captain-Superintendent shall annex to the name of each boy a number in brackets, to distinguish each boy from others of the same name.
2. The number of boys actually in the Ship on the *First of January*, and on the *First of July*, respectively, in each year is to be shown at the beginning of this Book, a portion of the Book being set apart and ruled for this purpose.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

Day Book.

Metropolitan Asylum District.

Training Ship.

Captain-Superintendent.

INVOICES.

[illegible]

The money columns should be added up weekly.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

FORM (N). [Article 57, No. 7.] [p. 266.]

Receipt and Payment Book.

Metropolitan Asylum District.

Training Ship.

Captain-Superintendent.

[illegible]

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

FORM (O). [Article 57, No. 7.] [p. 266.]

Receipt Check Book.

No. _____	No. _____
Metropolitan Asylum District.	Metropolitan Asylum District.
_____ Training Ship.	_____ Training Ship.
_____ day of _____ 187_____.	_____ day of _____ 187_____.
Received of _____	Received of _____
the Sum of _____	the Sum of _____
on behalf of the Board of Management, in respect of _____	on behalf of the Board of Management, in respect of _____
For _____	For _____
£ _____	£ _____
(Signed) _____	(Signed) _____
Captain-Superintendent.	Captain-Superintendent.

This part to be retained by the Captain-Superintendent

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

FORM (P). [Article 57, No. 8.] [p. 266.]
Daily Provisions Consumption Account for _____ *the* _____ *day of* _____ 187 ____
 METROPOLITAN ASYLUM DISTRICT.
 _____ Training Ship.

[illegible]

(1) The names of the articles prescribed in the Dietary are to be inserted. (2) The total quantities on this line represent the quantities of the several articles of prepared provisions required for the meals of the day. (3) The quantities of the several principal articles in their unprepared state, necessary to supply the quantities of prepared provisions so required, are to be entered under the quantities of prepared provisions, and carried to the "*Weekly Provisions Consumption Account*," in the case of meat, the weight of bone and meat is to be shown separately, but the weight of bone may be added to the meat in the Weekly Account. * Those only of the Sick who have not the ordinary diet are to be deducted.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

FORM (Q). [Article 57, No 9.] [p. 267.]
Weekly Provisions Consumption Account. The _____ Week of the Quarter ending _____ 187 .
METROPOLITAN ASYLUM DISTRICT. _____ Training Ship. _____ Captain-Superintendent.

Date.	Day of the Week.	Meal.	Articles.	Consumed by the Boys.		Taken from the Stores for the Officers and Servants of the Ship. (1)	Number of Boys in the Ship during the Day.	Number of Members of the Establishment.
				lb oz	lb oz			
		Breakfast						
		Dinner						
		Supper						
		Breakfast						
		Dinner						
		Supper						
		Breakfast						
		Dinner						
		Supper						
		Breakfast						
		Dinner						
		Supper						
		Breakfast						
		Dinner						
		Supper						
		Breakfast						
		Dinner						
		Supper						
Sick as per Medical Relief Book								
Totals to be carried to the "Provisions Receipt and Consumption Account"							(2)	

(1) The quantities of the articles taken from the Stores for the Officers and Servants of the Ship are to be entered at the time when they are taken.
(2) This total should agree with the total number of days in the Abstract of the Relief Lists for the corresponding week.

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

FORM (R). [Article 57, No. 10.] [p. 267.]
Provisions Receipt and Consumption Account for the _____ Week of the Quarter ending _____ 187 .
METROPOLITAN ASYLUM DISTRICT. _____ Training Ship. _____ Captain-Superintendent.

ARTICLES.	Stock brought forward.	New Stock.	No. of Invoice.	Totals of Stock brought forward, and new Stock.	Consumed.		Totals consumed and remaining in Store.	Required for next Week.
					By the Boys.	By the Officers and Servants of the Ship.		

The "New Stock" of the several Articles, and the quantities "Consumed" "by the Boys," and "by the Officers and Servants of the Ship" respectively, are to be carried to the "Summary of Provisions Received and Provisions Consumed."

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

Form (S). [Article 57, No. 11.] [p. 267.]

Summary of Provisions Received and Provisions consumed in the
Quarter ending_____187

METROPOLITAN ASYLUM DISTRICT.

Training Ship.

Capt.-Superintendent.

[illegible]

* The names of the Articles are to be placed at the head of the several Columns. The "Totals received," the "Totals consumed by the Boys," and the "Totals consumed by the Officers and Servants of the Ship," are to be carried to the "Balance of the Provisions Account for the Quarter."

GENERAL REGULATIONS—continued.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

FORM ('I'). [Article 57, No. 12.] [p. 267.]

Balance of the Provisions Account for the Quarter ending _____ 187.

METROPOLITAN ASYLUM DISTRICT.

TRAINING SUM.

Captain-Superintendent.

[illegible]

• If a Stocktaker be appointed or directed by the Board of Management to act for the Ship, this Certificate should be altered accordingly, and signed by him.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

Clothing Receipt and Expenditure Account.

METROPOLITAN ASYLUM DISTRICT.

'Training Ship.

Captain-Superintendent.

[illegible]

In the several Columns is to be entered, according to the circumstances of the case, the number of the articles received and given out.

The Entries are to be made in the true order of time, according as the articles are received and given out, and the Account is to be made up and balanced every half-year.

* If a Stow-keeper be appointed or directed by the Board of Management to act for the Ship, the Certificate should be altered accordingly, and signed by him.

(Order of the Local Government Board, dated 24th August, 1876—
continued.)

FORM (N). [Article 57, No 17.] [p. 269.]

Necessaries and Miscellaneous Account for the _____ Week of the Quarter ending _____ 187____.

METROPOLITAN ASYLUM DISTRICT.

Training Ship. _____ *Captain-Superintendent.*

[illegible]

GENERAL REGULATIONS—continued.

{ Order of the Local Government Board, dated 24th August, 1876—
continued. }

FORM (Y). [Article 57, No. 18.] [p. 269.]
Quarterly Summary of the Necessaries and Miscellaneous Account for the Quarter ending 187 .
METROPOLITAN ASYLUM DISTRICT.
Training Ship. Captain-Superintendent.

Week,	*	Week.
1st		1st
2nd		2nd
3rd		3rd
4th		4th
5th		5th
6th		6th
7th		7th
8th		8th
9th		9th
10th		10th
11th		11th
12th		12th
13th		13th
"		"
Totals		Totals.
1st		1st
2nd		2nd
3rd		3rd
4th		4th
5th		5th
6th		6th
7th		7th
8th		8th
9th		9th
10th		10th
11th		11th
12th		12th
13th		13th
"		"
Totals		Totals.

* The name of the several articles are to be placed at the head of the several columns.

FORM (%). [Article 57, No. 19.] [p. 269.]

FORM (Z). [Article 57, No. 19.] [p. 269.]														
Balance of the Necessaries and Miscellaneous Account for the Quarter ending 187 .														
METROPOLITAN ASYLUM DISTRICT.														
Training Ship. Captain-Superintendent.														
ARTICLES.	Stock brought forward.			New Stock.		Total of New Stock and Stock brought forward.		Consumed by the Boys, Officers, and Servants, and on the Ship.		Remaining in Store.		Total of Articles consumed and in Store.		
	Quantities.	Price.	Cost.	Quantities.	Price.	Cost.	Quantities.	Cost.	Quantities.	Cost.	Quantities.	Cost.	Quantities.	Cost.
		s. d.	£ s. d.		s. d.	£ s. d.		£ s. d.		£ s. d.		£ s. d.		£ s. d.

Captain-Superintendent.

Training Ship.

ARTICLES.	Stock brought forward.			New Stock.			Total of New Stock brought forward.			Consumed by the Boys, Officers, and Servants, and on the Ship.			Remaining in Store.		Total of Articles consumed and in Store.		
	Quantities.	Price.	Cost.	Quantities.	Price.	Cost.	Quantities.	Cost.	Quantities.	Cost.	Quantities.	Cost.	Quantities.	Cost.	Quantities.	Cost.	
	s.	d.	£ s. d.		s.	d.	£ s. d.		£ s. d.		£ s. d.		£ s. d.		£ s. d.		£ s. d.
TOTALS ...																	

• Submitted to _____ Member of the Ship Committee, this _____ day of _____ 187 , and found to be correct as regards the quantities of Stock remaining in Store.

Signed _____

• Submitted to _____ Member of the Ship Committee, this _____ day of _____ 187____, and found to be correct as regards the quantities of Stock remaining in Store.

• If a Stockholder be appointed or directed by the Board of Management to act for the Ship, this Certificate should be altered accordingly, and signed by him.

(3.)

GENERAL REGULATIONS.

(*Order of the Local Government Board, dated 1st February, 1877.*)

We, the Local Government Board, in pursuance of the powers given by the several Statutes in that behalf, hereby rescind Articles 8 [p. 249], 48 and 49 [p. 259] of the above-mentioned Order [viz., the Order dated 24th August, 1876], and Order as follows:—

ARTICLE I.—The following Articles shall henceforth be respectively substituted in lieu of the Articles above mentioned; that is to say,—

Article 8.—After examination by the Medical Officer on admission the boy shall be thoroughly cleansed, and clothed in a suitable dress, and the clothes which he wore at the time of his admission shall be returned to the Guardians of the Union or Parish, or to the Managers of the District School, from which the boy may have been sent. Provided that when the clothes do not belong to the Guardians or the Managers, they shall be sent to the parents of the boy or to his nearest relatives.

Amended,
see p. 309.

Article 48.—The following Officers of the Ship shall be termed Principal Officers; namely,—

Captain-Superintendent,	Chief Officer,
Medical Officer,	Schoolmaster, and
Chaplain,	Steward.

Article 49.—The persons holding any of the following offices in the Ship shall be termed Subordinate Officers; namely,—

Stocktaker,
Infirmary Attendant,
Master-at-Arms,
Seaman Instructor,
Trades Instructor,
Bandmaster,
Cook, and

Assistants to any of the Principal Officers.

The Subordinate Officers above mentioned, as well as such other

GENERAL REGULATIONS—continued.

(*Order of the Local Government Board, dated 1st February, 1877—continued.*)

Subordinate Officers, servants, and other persons as the Board of Management may deem it necessary to employ in or about the Ship, shall be appointed or employed upon such terms and conditions and with such duties as shall appear to the Board of Management to be suitable subject to the provisions of Articles 64 and 65 [p. 275], with regard to the duties of an Infirmary Attendant or Master-at-Arms, and subject also to the approval by the Local Government Board of the Report to be made to them from time to time of the salaries paid and the number of persons appointed or employed.

ARTICLE II.—In addition to the performance of the duties prescribed for the “Storekeeper” by Article 63 [p. 274] of the above-recited Order, the Steward shall punctually enter up and accurately keep the several Books and accounts enumerated in Article 57 [p. 265] of the said Order, subject, in this as well as in all other respects, to the direction of the Captain-Superintendent, and to the control and orders of the Board of Management or of the Ship Committee.

ARTICLE III.—Whenever in any other portions of the above-recited Order than those above specified the office of Storekeeper is mentioned or referred to, the office of Steward shall be understood in lieu thereof.

(4.)

MEDICAL ATTENDANCE ON OFFICERS.

(*Order of the Local Government Board, dated 14th January, 1878.*)

In addition to the duties prescribed by Article 60 of the first above-recited Order [24th August, 1876, p. 272], it shall be the duty of the Medical Officer to attend any officer or other person appointed or employed at the Ship, whenever he shall be required by the Board of Management or the Ship Committee to do so, with the consent of such officer or other person.

(5.)

ATTENDANCE AT SCHOOL.

(Order of the Local Government Board, dated 18th May, 1878.)

Whereas by Section 5 of the Elementary Education Act, 1876, it is enacted as follows:—

“A person shall not, after the commencement of this Act, take into his employment (except as hereinafter in this Act mentioned) any child—

1. Who is under the age of ten years; or
2. Who, being of the age of ten years or upwards, has not obtained such certificate either of his proficiency in reading, writing, and elementary arithmetic, or of previous due attendance at a certified efficient School, as in this Act in that behalf mentioned, unless such child, being of the age of ten years or upwards, is employed and is attending School, in accordance with the provisions of the Factory Acts, or of any bye-law of the local authority (hereinafter mentioned) made under section seventy-four of the Elementary Education Act, 1870, as amended by the Elementary Education Act, 1873, and this Act, and sanctioned by the Education Department.”

And whereas by Section 48 of the said Act it is provided that the term “certified efficient School” in that Act means (among other Schools) “any Workhouse School certified to be efficient by the Local Government Board;”

And whereas by Rule No. 11 in the First Schedule to the said Act it is provided that attendance for the purpose of that Schedule includes, where the attendance is at a Workhouse School, such attendance as may be from time to time directed for the purpose by the Local Government Board;

And whereas the Board of Management of the Metropolitan Asylum District have, under the provisions of Section 11 of “The Metropolitan Poor Amendment Act, 1869,” with the consent of

ATTENDANCE AT SCHOOL—continued.

(Order of the Local Government Board, dated 18th May, 1878—continued.)

the Local Government Board, acquired and fitted up and furnished a Ship called the “Exmouth” as a Training Ship for the training of boys for the Sea service, and such Training Ship being a Work-house School within the meaning of Section 48 above cited, has been certified to be efficient by the Local Government Board :

Now therefore, We, the Local Government Board, in pursuance of the powers given by the Statutes in that behalf, hereby Direct, for the purpose of the said Schedule as regards pauper children in the said Training Ship :

Article 1.—An attendance of a child at School in the said Training Ship shall be deemed to be an attendance for the purpose of the said Schedule, where such child has attended the School and been under instruction in secular subjects at the morning or afternoon meeting of the School for not less than two hours.

Provided, that where a child has so attended and been under instruction in secular subjects for not less than three hours in the morning and one hour in the afternoon of the same day, each such attendance shall in each case be deemed to be an attendance for the purpose aforesaid.

ARTICLE II.—Any time which may be devoted to instruction in drill or to industrial training shall not be included in the time prescribed for an attendance for the purpose aforesaid.

ARTICLE III.—The Schoolmaster shall, within fifteen minutes from the commencement of the required instruction in secular subjects, mark the attendance of each Child present at every Meeting of the School in an Attendance Register according to the Form No. 1 in the Schedule to this Order ; and shall from time to time make out a Summary of the Attendance Register according to the Form No. 2 in the said Schedule, which Summary shall be duly examined and signed by the Clerk to the Board of Management.

ATTENDANCE AT SCHOOL—continued.

*(Order of the Local Government Board, dated 18th May, 1878—
continued.)*

ARTICLE IV.—The Attendance Registers shall be produced to the Ship Committee on their visits to the School, and to the Board of Management at such times as they may direct.

ARTICLE V.—Every Attendance Register shall be carefully preserved by the Board of Management for ten years.

ARTICLE VI.—The Standards of examination to be observed shall be those prescribed in the Code of the Education Department in force for the time being. A list of the Children arranged according to such Standards shall be prepared by the Schoolmaster and presented to the School Inspector of the Local Government Board at the time of his annual examination of the School.

ARTICLE VII.—The instruction in the School shall be given at the time specified in a Time-table to be prepared by the Schoolmaster and approved by the Board of Management.

ATTENDANCE AT SCHOOL—*continued.*

Order of the Local Government Board, dated 18th May, 1878—
continued.)

SCHEDULE. FORM (No. 1.)

Attendance Register.

Quarter ending 18—. 18—.

School at the "Training Ship "Exmouth."

METROPOLITAN ASYLUM DISTRICT.

No.	NAMES.	Age last birth-day.	Standard in which last examined.	ATTENDANCES DURING THE WEEK ENDED *						Total Attendances for the Quarter.	No.
				M.	T.	W.	Th.	F.	S.		
1											1
2											2
3											3
4											4
5											5
6											6
7											7
8											8
9											9
10											10
11											11
12											12
13											13
Number of School Meetings during the Week											
TOTAL NUMBER OF SCHOOL MEETINGS DURING THE QUARTER.											

The Schoolmaster is responsible for the accurate keeping of this Register.

Every attendance must be marked in ink at each Meeting of the School; the morning attendance by a stroke marked thus /; the afternoon attendance thus \.

A horizontal line — will denote that no Meeting of the School has taken place.

Absence through sickness must be shown by the letter "s," Absence on account of industrial work should be shown by the letter "w."

Absence through any other cause should be shown by the letter "a." There should be no erasures and no blanks.

Schoolmaster.

[* These columns are in the original Schedule repeated 12 times (for the 13 weeks of the quarter), but are here omitted owing to lack of space.]

ATTENDANCE AT SCHOOL—continued.

(Order of the Local Government Board, dated 18th May, 1878—
continued.)

FORM No 2.

Summary of Attendance Register.

Year ending _____ 18 ____.

METROPOLITAN ASYLUM DISTRICT.

School at the Training Ship "Exmouth."

No.	NAMES.	Standard in which last examined.	Attendances during the Quarters ended				Total Attendances for the Year.
1							
2							
3							
4							
5							
6							
7							
8							
9							
TOTALS ...							
NUMBER OF SCHOOL MEETINGS:—							
Quarter ended	
Quarter ended	
Quarter ended	
Quarter ended	
TOTAL			
* Average Number of Scholars in Attendance							

* The average number of Scholars in attendance will be found by dividing the total number of attendances by the total number of School Meetings.

Schoolmaster.

Examined on behalf of the Board of Management,

Clerk to the Board of Management.

(6.)

PRINCIPAL OFFICERS.

(*Order of the Local Government Board, dated 13th November, 1883.*)

Article 48 [p. 259] of the Order dated 24th August, 1876, as amended by the Order dated 1st February, 1877 [p. 302], rescinded and the following substituted :—

Article 48.—The following Officers of the Ship shall be termed Principal Officers, namely :—

Captain-Superintendent.

Medical Officer.

Chaplain.

Master of the Tender to the Ship.

Chief Officer.

Schoolmaster, and

Steward.

(7.)

ADMISSION ORDER.

(*Order of the Local Government Board, dated 13th August, 1886.*)

The consent [p. 278] accompanying the Order for admission of any boy to any Training Ship or Ships belonging to the Board of Management of the Metropolitan Asylum District, shall in future be given in one of the forms specified in the Schedule to this Order.

SCHEDULE.

(No. 1.)—*Consent of Parents or Surviving Parent.*

We [I], the undersigned, being the parents [surviving parent] of the Boy above named, hereby testify our [my] consent to his being sent for the sea service to the above-mentioned Metropolitan District Training Ship, and upon the completion of his training to

ADMISSION ORDER—continued.

(*Order of the Local Government Board, dated 13th August, 1886—continued.*)

his entering the Royal Navy, and engaging to serve until he shall have completed 12 years continuous service from the age of 18, or to his entering the Mercantile Marine Service.

Signed { _____

Dated this _____ day of _____ 18

(No. 2.)—*Consent of Board of Guardians in the case of a Boy sent from a District School.*

The Guardians of the Poor of the _____ Union [Parish of _____] hereby testify their consent to the Boy above named being sent for the sea service to the above-mentioned Metropolitan District Training Ship, and upon the completion of his training to his joining the Royal Navy or the Mercantile Marine Service.

Signed by order of the Guardians,

_____ Clerk.

Dated this _____ day of _____ 18

(8.)

GRATUITIES TO SUBORDINATE OFFICERS.

(*Order of the Local Government Board, dated 6th January, 1887.*)

The said Board of Management may, with the approval of the Local Government Board, pay to any such Subordinate Officer, Servant, or other person, a reasonable compensation on account of extraordinary services, or other unforeseen circumstances connected with his duties or with the necessities of the Ship.*

* See footnote † p. 11, and Appendix C, p. 318.

(9.)

ALTERATION OF TITLE OF STEWARD.

(*Order of the Local Government Board, dated 16th November, 1889.*)

Article 1.—Article 48 [p. 259] of the first above-cited Order [dated 24th August, 1876], as altered by the last above-cited Order [dated 1st February, 1877, p. 302], is hereby altered by the substitution therein of “Paymaster and Storekeeper” for “Steward.”

Article 2.—Whenever in any other portion of the first above-cited Order, or in the above-cited Order dated the 1st day of February, 1877, the office of “Steward” or “Storekeeper” is mentioned or referred to, the officer [office] of “Paymaster and Storekeeper” shall be understood in lieu thereof.

(10.)

SHERFIELD HOUSE.

(*Order of the Local Government Board, dated 31st January, 1891.*)

Article 1.—The Board of Management of the said Metropolitan Asylum District shall hire the premises described in the margin* hereof on lease, for a term not exceeding 18 years from the 25th day of December, 1893, determinable by either party at the end of the seventh year on 12 months' notice, at an annual rent not exceeding £105, subject to a power reserved to the landlord of taking part of the land on giving two months' notice.

Article 2.—The said premises, when so hired, shall be appropriated for the purpose of providing accommodation for the boys or other inmates of the Training Ship “Exmouth” belonging to the said Board of Management, or for such other purposes as the said Board of Management may, with Our consent, direct.

* *Note in margin.*—All that messuage or tenement situate in the Town of Grays Thurrock, and known as Sherfield House, with the offices, gardens, and land, now occupied therewith, and containing 4a. 2r. 28p. or thereabouts.

ORDERS

OF

THE LOCAL GOVERNMENT BOARD.

PART V.

ORDER RELATING TO THE AMBULANCE SERVICE.

SUPERINTENDENT OF THE RIVER SERVICE.

(Order of the Local Government Board, dated 4th June, 1885.)

Article 1.—The said Board of Management may appoint a fit person to be termed the Superintendent of the River Ambulance Service, who shall perform such duties (including the keeping of accounts) in connection with the aforesaid Ambulance Steamers, Floating Piers, and Wharves, and in connection with the transport of patients, as the said Board of Management may, with our approval, from time to time direct.

Article 2.—All the provisions contained in Sections ix. [p. 206], x. [p. 207], xiii. [p. 211], xiv. [p. 213], and in Section xv.* [p. 214], except Article 67 of our General Order, dated the 10th day of February, 1875, relating to Fever and Smallpox Asylums provided by the said Board of Management, and of any Order amending such provisions, so far as they relate to Principal Officers, shall apply to the Officer who may be appointed under this Order.

* That is, as far as, and including Article 71 (p. 216).

SUPERINTENDENT OF THE RIVER SERVICE—
continued.

(Order of the Local Government Board, dated 4th June, 1885—
continued.)

Article 3.—The Accounts which the Superintendent of the River Ambulance Service may be required by the said Board of Management to keep shall be submitted by him to the District Auditor, in accordance with the Orders in force, for the time being, in that behalf in the said District.

THE END.

APPENDICES.



APPENDICES.

APPENDIX A.

	BREAKFAST.						DINNER.										TEA.												
	MALES.			FEMALES.			MALES.					FEMALES.					MALES.	FEMALES.											
	Bread.	Butter or Margarine.	Cocoa.	Bread.	Butter or Margarine.	Tea.	Pie (containing 4 oz. of uncooked fresh Meat) (Clods).	Fresh Meat (cooked and free from bone).	Fresh Meat (cooked).	Irish Stew.	Potatoes, Greens, or other Vegetables.	Bread.	Beer.	Pie (containing 4 oz. of uncooked fresh Meat) (Clods).	Fresh Meat (cooked and free from bone).	Fresh Meat (cooked).	Dumpling.	Potatoes, Greens, or other Vegetables.	Bread.	Beer.	Oz.s.	Pt.	Oz.s.	Pt.	Oz.s.	Pt.	Oz.s.	Pt.	
Sunday ...	6	1	1	5	1	1	13	5	10	4	1	13	5	6	1	1	5	1	1	5	1	1	5	1
Monday ...	6	1	1	5	1	1	13	5	10	4	1	13	5	6	1	1	5	1	1	5	1	1	5	1
Tuesday ...	6	1	1	5	1	1	13	5	10	4	1	13	5	6	1	1	5	1	1	5	1	1	5	1
Wednesday ...	6	1	1	5	1	1	13	5	10	4	1	13	5	6	1	1	5	1	1	5	1	1	5	1
Thursday ...	6	1	1	5	1	1	13	5	10	4	1	13	5	6	1	1	5	1	1	5	1	1	5	1
Friday ...	6	1	1	5	1	1	13	5	10	4	1	13	5	6	1	1	5	1	1	5	1	1	5	1
Saturday ...	6	1	1	5	1	1	13	5	10	4	1	13	5	6	1	1	5	1	1	5	1	1	5	1

NOTES.—Male and Female Patients laboriously employed are allowed 4 oz. of Bread and 1 oz. of Cheese and half-pint Beer at 11 a.m.
 The Infirmary Diet, in the absence of Special Orders, the same as the above, with the exception of Dinner, which consists of 5 oz. of Cooked Mutton daily (or 10 oz. Fish in lieu), with Vegetables, &c., as on Sunday.
 "Minced Diet," the same as the above, with the exception of Dinner, which consists of 5 oz. of Fresh Meat daily, with Vegetables, &c., as on Sunday.
 The question of Roasting or Boiling of Meat is left to the discretion of the Medical Superintendent.

FORMULÆ FOR PREPARATION OF FOODS.

Tea.	Quantity of each ingredient to 10 pints.	Cocoa.	Quantity of each ingredient to 10 pints.	Irish Stew.	Quantity of each ingredient per ration.	Meat Pie.	Quantity of each ingredient per ration.
Tea ...	1½ oz.	Cocoa ...	3 oz.	Meat ...	4½ oz.	Meat ...	4 oz.
Sugar ...	5 "	Sugar ...	5 "	Flour ...	2 "	Flour ...	5 "
Milk ...	1 pint.	Milk ...	1 pint.	Suet ...	¼ "	Dripping

One tin of condensed milk (20 oz.) to be reckoned equal to 6 pints.

[N.B.—This table is in substitution of that on page 175 (see Board Minutes, vol. xxi. p. 1187, and vol. xxii., p. 18).]

APPENDIX B.

The Local Government Board in their letter dated 18th February, 1875 (Board Minutes, vol. viii., p. 560), say * * *
 "The Board are of opinion that there should be an Officer at each Asylum exercising a general supervision over the whole management. It will not be necessary for such an Officer [*i.e.*, the Medical Superintendent] to interfere, except in the event of emergencies calling for such interference, with the departments of other Officers. It is intended merely that he should be responsible for the good order of the Asylum in the absence of the Committee."

* * * * *

[N.B.—This refers to pp. 160, 163, 192, 218, 223, 241.]

APPENDIX C.

The Local Government Board in their letter of 7th February, 1887 (Board Minutes, vol. xx., p. 1038), state: "In all cases in which the Managers are authorised, with the consent of the Board, to pay gratuities to any of their Officers, such gratuities must be reported to, and sanctioned by, the Board prior to their payment."

[N.B.—Refers to pp. 11, 149, 182, 207, 235, 310.]

APPENDIX D.

The Local Government Board, in their letter of 11th September, 1876, sanctioned the following regulation: "The boys to be admitted into the Metropolitan District Training Ship should be not less than 12 nor more than 15 years of age (except in any special case to be decided upon by the Ship Committee), and they should be in good bodily health, and free from any mental or physical defect or malformation which would render them unfit for sea service."

[N.B.—This refers to p. 247.]

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INDEXES.

1. *The Index is in five parts.*
 2. *Rescinded Articles are not indexed.*
 3. *For facility of reference the number of the Article is often given as well as the number of the page.*
-

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